

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY

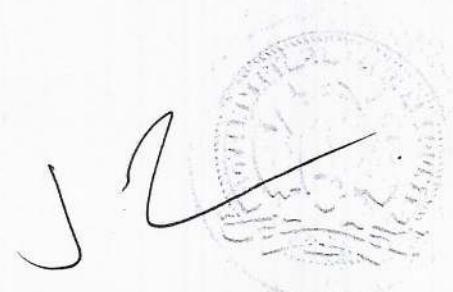


**DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION AND SPECIAL
PROGRAMS**

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SECOND KENYA DEVOLUTION SUPPORT PROGRAM (KDSP II)

**COUNTY ANNUAL INSTITUTIONAL DEVELOPMENT PLAN AND BUDGET
FY 2024/25**

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INTRODUCTION

This county institutional development plan and budget was prepared by County Program Implementation Unit members namely Daniel Ndolo-Chief Officer, Devolution, Public Participation, County Administration and Special Programmes/ Program Accounting Officer, Zipporah Wambua-Director Public Participation and Civic Education/ Program Coordinator, Jeniffer Kaleli -KRA 2 Focal Person, Mathias Mbweli-KRA 1 Focal Person, Bernard Wambua-KRA 3 Focal Person, Zipporah Waeni-Social Risk Management Focal Person, Evarlyn Kaluki-Gender Officer, Kelvin Mutua-Environmental Focal Person, Aleks Kimanzi-Program Accountant, Rosaita Wavinya-Program Procurement Officer, Ruth Mwongeli-Program Monitoring and Evaluation officer, Dennis Misi-GRM focal Person, Patrick Nzula-Deputy Director Revenue .

The plan and budget was technically reviewed and adopted by the County Programme Technical Committee (CPTC) namely: Daniel Ndolo – Chief Officer - Devolution, Public Participation, County Administration and Special programmes, Catherine Syombua – Chief Officer – Public Service Management, Dr. Geoffrey Muthoka – Chief Officer – Environment, Climate Change and Mining, Dr. Jossylyn N. Mutua– Chief Officer, Trade, Boniface Mutua – Chief Officer Economic Planning, John Nguni – Chief Officer Financial Accounting Services, Nicholis Mutua – Chief Officer, Social Services in consultation with selected county program implementation teams from county departments and Entities.

2. PROGRAM OBJECTIVE(S)

The Program Development Objective (PDO) is to strengthen county performance in the financing, management, coordination, and accountability for resources.

3.BRIEF DESCRIPTION OF PROPOSED ACTIVITIES FOR FY 2024/25

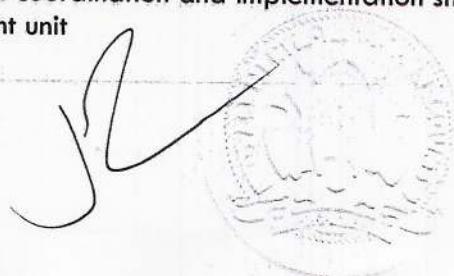
| KRA | Proposed activities |
|-----|--|
| 1 | <ul style="list-style-type: none">• Engage technical person in designing a county OSR forecasting model to guide planning and Revenue target setting.• Develop revenue enhancement action plan• Review of Revenue collection systems in the County• Identify opportunities for improvement and enhancement.• Review of proposed Integrated Revenue System by the National Treasury• Training on customer handling and management• Training and sensitization of revenue officers and traders on revenue automation• Finalization workshop for of the County Waiver bill• Data collection on OSR Revenue streams• Workshop to analyze data and simulate to determine possible revenue potential• Review of FY 2023/24 pending bills action plan (Commitments)• Development of FY 2024/25 pending bills action plan• Training of pending bills verification committee• Training of accountants, in departments and County entities on record keeping, budgeting and reporting of pending bills.• Training of accountants and accounting officers on transition from cash to accrual accounting |
| 2 | <ul style="list-style-type: none">• Conducting HR and skills audit |

| KRA | Proposed activities |
|--------------|---|
| | <ul style="list-style-type: none"> • Update HR records and Payroll data • conduct compliance checks and ensure all salaries are aligned with SRC guidelines; • Payroll cleansing • Conduct payroll audits • sensitize staff on GHRIS portal to enable them update their profile and skills in HRMIS database • capacity build HR staff on the UPN system • Develop organizational structure and job descriptions for single project management unit and validation workshops towards approval by the County Public Service Board |
| 3 | <ul style="list-style-type: none"> • FY 2024/25 County stock take of all county projects • Sensitization of CECM, Chief Officers, Directors and technical officers on the dashboard • Community and stakeholders' sensitization on County projects monitoring and tracking systems dashboard- development committees, opinion leaders, Development partners, CBO&CSOs • Develop county project implementation management (PIM) guidelines • Develop county guidelines on screening of proposed infrastructure investments (in consultation with the National Treasury Public Investment Management (PIM) Department) • Guidelines validation and approval workshop by CEC and Chief Officers • Develop county project management and implementation bill • Capacity building of the project management committees • Screening of proposed infrastructure investments (which will also include conducting feasibility studies, climate change and environmental and social screening) • Capacity building of the County Grievance Redress committees • capacity building for county program ESRM staff responsible for screening of projects on environmental and social risks - Environmental and Social Safeguards in Development (KSG) |
| Crosscutting | <ul style="list-style-type: none"> • Strengthening program coordination and implementation structures – Training and sensitization forums • Office equipment • Program Monitoring, Evaluation, reporting and learning • Develop stakeholder engagement plan for the program |

3.1 HIGHLIGHT THE PRIORITIES FOR THE YEAR

The highlights of key priority activities to be implemented in the FY 2024/25 under grant level 1 are;

- i. Training, capacity building and sensitization of established program implementation structures, committees, communities and key technical officers supporting implementation of KRA/DLIs
- ii. Development of frameworks, guidelines and bills
- iii. Activities related to strengthening program coordination and implementation structures
- iv. Establishment of single project management unit



- v. Procurement of equipment supporting program implementation

3.2 EXPECTED OUTCOMES

The expected outcomes at the end of the FY 2024/25 will be;

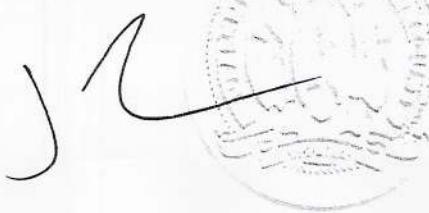
- i. The County's Own Source Revenue collected will have increased OSR collected by at least 5% annually over and above the rate of inflation
- ii. Improved record keeping and reduction of verified pending bills
- iii. The county will have integrated their HR records, authorized staff establishment and payroll, and uploaded cleaned payrolls in the HRMIS
- iv. The county will have adopted an integrated performance management framework
- v. Strengthened citizen participation and feedback with the established PIM dashboards
- vi. Improved and coordinated program management and reporting



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4. Budget Work plan

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|---|------------------------------|-----------|------------|------------|----------|--|
| Technical support in developing County OSR forecasting model. | Engage technical person in designing a county OSR forecasting model to guide planning and Revenue target setting. | Workshop | 619,200 | 619,200 | Jul-24 | Oct-24 | Finance and Socio-Economic Planning |
| Development and updating OSR Registers and cadasters | Review existing registers, Update Own source revenue registers | Workshop | 500,000 | 500,000 | Jul-24 | Jul-24 | Finance and Socio-Economic Planning |
| Develop a county revenue enhancement action plan | Workshop to develop Revenue enhancement Action Plan | Workshop | 1,000,000 | 1,000,000 | Jul-24 | Dec-24 | Finance and Socio-Economic Planning |
| Review of current revenue automation systems | Review of Revenue collection systems in the County,Identify opportunities for improvement and enhancement,Review of proposed Integrated Revenue System by the National Treasury | Meetings | 522,000 | 522,000 | Jul-24 | Dec-24 | Finance and Socio-Economic Planning |
| Capacity building of officers involved in OSR mobilization | Training on customer handling and management, Training and sensitization of revenue officers and traders on revenue automation | Training/Conference facility | 930,500 | 930,500 | Jan-25 | Apr-25 | Finance and Socio-Economic Planning |
| Finalization of County Waiver bill. | Finalization workshop for of the County Waiver bill, Public participation of Waiver Bill, Approval, Publishing and dissemination | Workshop | 326,600 | 326,600 | Jul-24 | Dec-24 | Finance and Socio-Economic Planning |
| Finalization of the County Revenue | Finalization workshop for the revenue and Tariff administration | Workshop | 326,600 | 326,600 | Jul-24 | Dec-24 | Finance and Socio-Economic Planning |



| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|---|-------------------|-----------|------------|------------|----------|--|
| Administration and Tariff Bill | bill, undertake Public participation on Revenue administration bill | | | | | | |
| Mapping of County OSR Potential | Data collection on OSR Revenue streams, Workshop to analyze data and simulate to determine possible revenue potential, Develop a report on the OSR potential | Persons | 1,087,800 | 1,087,800 | Aug-24 | Dec-24 | Finance and Socio-Economic Planning |
| Development of a pending bills payment action plan. | Identification of technical teams to develop the action plan, Review of FY 2023/24 pending bills action plan (Commitments), Development of FY 2024/25 pending bills action plan | Persons | 715,000 | 715,000 | Aug-24 | Oct-24 | Finance and Socio-Economic Planning |
| Capacity building of the pending bills and verification committee and departmental accounts on record keeping, budgeting, reporting and recording of pending bills; | Training of pending bills verification committee, Training of accountants, in departments and County entities on record keeping, budgeting and reporting of pending bills, | Training workshop | 1,184,600 | 1,184,600 | Jan-25 | Feb-25 | Finance and Socio-Economic Planning |
| Capacity building accounting officers and accountants on transition from cash to accrual accounting. | Training of accountants and accounting officers on transition from cash to accrual accounting. | Training Workshop | 1,261,600 | 1,261,600 | Jul-24 | Nov-24 | Finance and Socio-Economic Planning |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|--|---|-------------|------------------|-------------------|-------------------|-----------------|---|
| Finalization and publishing of the Finance Manual | Review of the draft finance manual, Revision of the manual to include all finance aspects including pending bills management, Approval and Publishing of the finance manual | Workshop | 525,600 | 525,600 | Nov-24 | Dec-24 | Finance and Socio-Economic Planning |
| Conduct a HR and skills audit, develop action plans for implementing the recommendations and implement action plan | conduct HR and skills audit, Develop implementation plan for audit recommendations | Workshop | 830,000.00 | 830,000.00 | Nov-24 | Nov-23 | Public Service Management |
| Conduct review of county organizational structures, work load analysis, capacities, and HRM systems, approve staffing lists, and update HR records and payroll data. | Update HR records and Payroll data (Capacity Build HR officers, undertake work load analysis & scanning of staff documents) | Workshop | 1,270,000.00 | 1,270,000.00 | Aug-24 | Oct-24 | Public Service Management |
| Conduct self-checks to ensure that the payroll data is consistent with the approved staff establishment and other HR records; | payroll cleansing, compare payroll data visa v staff returns, compare payroll data visav personal files, validate basic salary and other allowances, Audit HRM practices | Workshop | 610,000.00 | 610,000.00 | Aug-24 | Oct-24 | Public Service Management |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|---|--------------------|--------------|--------------|------------|----------|--|
| Clean payrolls to get rid of any inconsistencies and upload in the HRMIS | Conduct payroll audits, Carry out staff head count eg. Salary conversion verification ,salary progression | Workshop | 496,000.00 | 496,000.00 | Jan-25 | Feb-25 | Public Service Management |
| | sensitize staff on GHRIS portal to enable them update their profile and skills in HRMIS database | Meetings | 1,050,400.00 | 1,050,400.00 | Sep-24 | Oct-24 | Public Service Management |
| Capacity build staff on the UPN system) | UPN acquisition for county staff (capacity build staff on the UPN system) | Workshop | 650,000.00 | 650,000.00 | Jul-24 | Aug-24 | Public Service Management |
| | Develop job descriptions, organizational structure and schemes of service for Single Project Management Unit in consultation with County Public Service Board | Workshops | 2,564,000.00 | 2,564,000.00 | Mar-25 | Mar-25 | Public Service Management |
| Develop County integrated Performance Management framework | Customize National integrated performance management framework to develop County integrated Performance Management framework | Workshops | 1,000,000.00 | 1,000,000.00 | Dec-24 | Dec-24 | Public Service Management |
| Develop and operationalization of county projects monitoring and tracking systems dashboard | Stock take of all county projects | Workshop/Fieldwork | 1,500,800.00 | 1,500,800.00 | Sep-24 | Sep-24 | Devolution, Public Participation, County Administration and Special Programme |
| | Sensitization of CECM, Chief Officers, Directors and technical officers on the dashboard | Meetings | 300,000.00 | 300,000.00 | Jul-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|---|--------------|--------------|------------|------------|---|--|
| Senzitization of County Assembly Committees on KDSP II | Workshops | 2,000,000.00 | 2,000,000.00 | Jul-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes | |
| Community and stakeholders sensitization on County projects monitoring and tracking systems dashboard- development committees, opinion leaders , Development partners, CBO&CSOs | Meetings | 996,920.00 | 996,920.00 | Sep-24 | Oct-24 | Devolution, Public Participation, County Administration and Special Programmes | |
| Finalization of Digitization of Participatory processes | Digitization Workshop, Piloting for community use | 2,000,000 | 2,000,000 | Jul-24 | Jun-25 | ICT, Eucation & Internships & Devolution, Public Participation, County Administration and Special Programmes | |
| Development of county project implementation management (PIM) guidelines | Workshop | 408,700.00 | 408,700.00 | Nov-24 | Nov-24 | Devolution, Public Participation, County Administration and Special Programmes | |
| Uploading of project data in the investment dashboards | Workshop | 650,000.00 | 650,000.00 | Mar-25 | Jun-25 | Devolution, Public Participation, County Administration and Special Programmes, ICT, Education and Internships, Finance and Socio economic Planning | |
| Develop county guidelines on screening of proposed infrastructure investments (in consultation with the National Treasury Public Investment Management (PIM) Department)- Preparatory activities related to | Workshop | 0.00 | 0.00 | Dec-24 | Dec-24 | Devolution, Public Participation, County Administration and Special Programmes | |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|---|-----------------------|--------------|--------------|------------|----------|--|
| | Potential project investments including feasibility assessments, ESIAs, and so on | | | | | | |
| | Guidelines validation and approval workshop by CEC and Chief Officers | Meeting | - | - | Dec-24 | Dec-24 | Devolution, Public Participation, County Administration and Special Programmes |
| Develop bill for project management committees, which incorporate gender, VMGs (where applicable), and other disadvantaged groups | Develop county project management and implementation bill Review and enhancement Project implementation processes | Workshop | 854,900.00 | 854,900.00 | Feb-25 | May-25 | Devolution, Public Participation, County Administration and Special Programmes |
| | Capacity building of the project management committees on project governance, monitoring, oversight, grievance handling, stakeholder engagement, ESMP implementation monitoring, climate/disaster resilience and feedback mechanisms. | Consultancy /Meetings | 1,000,000 | 1,000,000 | Feb-25 | May-25 | Devolution, Public Participation, County Administration and Special Programmes |
| Pipeline projects prepared according to PIM framework | Screening of proposed infrastructure investments (which will also include conducting feasibility studies, climate change and environmental and social screening) | Fieldwork | 1,546,080.00 | 1,546,080.00 | Feb-25 | Apr-25 | Devolution, Public Participation, County Administration and Special Programmes |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|--|--|-----------------------------|--------------|--------------|------------|----------|--|
| Pipeline projects prepared according to PIM framework | capacity building for county program ESRM staff responsible for screening of projects on environmental and social risks - Environmental and Social Safeguards in Development (KSG), Develop county guidelines on screening of proposed infrastructure investments (in consultation with the National Treasury Public Investment Management (PIM) Department) | Training / No of officers | 731,200.00 | 731,200.00 | Sep-24 | Oct-24 | Devolution, Public Participation, County Administration and Special Programmes |
| Institutionalizing GRM, environmental and Social Safeguards | Review of existing GRM frameworks, Establish the relevant structures & Capacity building of the County Grievance Redress committees | Meetings/Workshop s | 1,600,000.00 | 1,600,000.00 | Jan-25 | Jun-25 | Devolution, Public Participation, County Administration and Special Programmes |
| Strengthening program coordination and implementation structures | Operational costs for CPIU and other program implementation structures | Meetings/Workshop s/Reports | 3,750,000.00 | 3,750,000.00 | Jul-24 | Jun-25 | Devolution, Public Participation, County Administration and Special Programmes |
| | Training/sensitization of County Program Steering Committee (CPSC) | Workshop | 344,000.00 | 344,000.00 | Jul-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes |
| | Training/sensitization of County Program Technical Committee (CPTC) | Workshop | 483,000.00 | 483,000.00 | Jul-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes |
| | Capacity building of CPIU & SPIU | Training | 978,090.00 | 978,090.00 | Jul-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes |

| Activity Description | Description of Sub-Activities | Unit | Unit Cost | Total Cost | Start Date | End Date | Responsible County Department for Implementation |
|---|--------------------------------------|-------------------|------------------|-------------------|-------------------|-----------------|--|
| Office stationeries, Equipment and Publishing | Procurement | 0 | 1,152,690.00 | 1,152,690.00 | Jul-24 | Sep-24 | Devolution, Public Participation, County Administration and Special Programmes |
| Program Monitoring, Evaluation, reporting and learning | Reports | 500,000.00 | 500,000.00 | 500,000.00 | Jul-24 | Jun-25 | Devolution, Public Participation, County Administration and Special Programmes |
| Customize and implement KDSP II Results framework | | 1,500,000.00 | 1,500,000.00 | 1,500,000.00 | Aug-23 | Jun-24 | Devolution, Public Participation, County Administration and Special Programmes |
| Branding, publicity and community outreach | Publications | 511,600.00 | 511,600.00 | 511,600.00 | Jul-24 | Jun-25 | Devolution, Public Participation, County Administration and Special Programmes |
| Develop stakeholder engagement & Communication plan for the program | | 816,400.00 | 816,400.00 | 816,400.00 | Aug-24 | Aug-24 | Devolution, Public Participation, County Administration and Special Programmes |
| Total | | 43,771,000 | | 43,771,000 | | | |



ANNEXURE

4.1 Summary County Work Plan

| KRA | DL | Budget | % | DSA | Conference/Catering | Transport/Lunch | Training | Consultancy | Others |
|------------------|----|---------------------------|----------------------------|---------------------------------|------------------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|
| 1 | 3 | 5,127,700. 00 | 13.6 7 00 | 1,831,000. 00 | 1,565,500.00 | 1,071,200.00 | - | 340,000.0 0 | 320,000.0 0 |
| | 4 | 4,686,800. 00 | 12.5 0 | 898,000.00 | 2,753,000.00 | 69,000.00 | - | 816,800.0 0 | 150,000.0 0 |
| 2 | 5 | 8,129,000. 00 | 21.6 8 00 | 3,200,000. 00 | 4,049,000.00 | 160,000.00 | - | 420,000.0 0 | 300,000.0 0 |
| | 6 | 896,000.00 | 2.39 | 336,000.00 | 280,000.00 | 40,000.00 | - | 240,000.0 0 | - |
| 3 | 7 | 9,393,520. 00 | 25.0 5 00 | 2,473,500. 00 | 1,134,290.00 | 3,380,620.00 | - | 1,113,910. 00 | 1,291,200. 00 |
| Cross Cutting | | 9,266,980. 00 | 24.7 1 00 | 2,025,020. 00 | 2,431,200.00 | 1,103,000.00 | 1,387,370. 00 | 719,600.0 0 | 1,600,790. 00 |
| Total | | 37,500,000 .00 | 100.0 0 .00 | 10,763,520 0 .00 | 12,212,990.00 0 .00 | 5,823,820.00 0 .00 | 1,387,370. 00 | 3,650,310. 00 | 3,661,990. 00 |
| % | | | | 28.70 | 32.57 | 15.53 | 3.70 | 9.73 | 9.77 |

5. Cash Flow Plan

| Item Description | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---|-------------|-------------|-------------|-------------|-------------|-----|-----|-----|-----|-----|-----|------|---------------|
| Technical support in developing County OSR forecasting model. | 154,8 00 | 154,80 0 | 154,80 0 | 154,80 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 619,20 0 |
| Workshop to develop Revenue enhancement Action Plan | 219,1 67 | 219,16 7 | 219,16 7 | 219,1 67 | 219,1 67 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,315,0 00 |
| Review of Revenue collection systems in the County | 87,00 0 | 87,000 0 | 87,000 0 | 87,00 0 | 87,00 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 522,00 0 |
| Identify opportunities for improvement and enhancement. | | | | | | | | | | | | | |
| Review of proposed Integrated Revenue System by the National Treasury | | | | | | | | | | | | | |

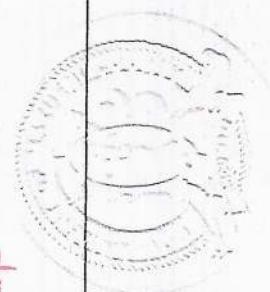
| Item Description | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---|-------------|---------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|-------------|----------------|
| Training on customer handling and management | 0 | 0 | 0 | 0 | 0 | 0 | 232, 625 | 232, 625 | 232, 625 | 0 | 0 | 0 | 930,50 0 |
| Training and sensitization of revenue officers and traders on revenue automation | | | | | | | | | | | | | |
| Finalization workshop for of the County Waiver bill | 54,93 5 | 54,333 | 54,333 | 54,33 3 | 54,33 3 | 54,333 | 0 | 0 | 0 | 0 | 0 | 0 | 326,60 0 |
| Public participation of Waiver Bill Approval, Publishing and dissemination | | | | | | | | | | | | | |
| Finalization workshop for the revenue and Tariff administration bill, Public participation on Revenue administration bill | 54,93 5 | 54,333 | 54,333 | 54,33 3 | 54,33 3 | 54,333 | 0 | 0 | 0 | 0 | 0 | 0 | 326,60 0 |
| Data collection on OSR Revenue streams | 0 | 217,56 | 217,56 | 217,5 60 | 217,5 60 | 217,56 | 0 | 0 | 0 | 0 | 0 | 0 | 1,087,8 00 |
| Workshop to analyze data and simulate to determine possible revenue potential | | | | | | | | | | | | | |
| Identification of technical teams to develop the action plan | 0 | 238,33 3 | 238,33 3 | 238,3 34 | 238,3 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 715,00 0 |
| Review of FY 2023/24 pending bills action plan (Commitments) | | | | | | | | | | | | | |
| Development of FY 2024/25 pending bills action plan | | | | | | | | | | | | | |
| Training of pending bills verification committee | 0 | 0 | 0 | 0 | 0 | 0 | 592, 300 | 592, 300 | 592, 300 | 0 | 0 | 0 | 1,184,6 00 |
| Training of accountants, in departments and County entities on record keeping, budgeting and reporting of pending bills. | | | | | | | | | | | | | |
| Training of accountants and accounting officers on transition from cash to accrual accounting. | 452,3 0 | 452,32 0 | 452,32 0 | 452,3 20 | 452,3 20 | 452,3 00 | 0 | 0 | 0 | 0 | 0 | 0 | 2,261,6 00 |
| Review of the draft finance manual, Revision of the manual to include all finance aspects including pending bills management, Approval and Publishing of the finance manual | 0 | 0 | 0 | 0 | 0 | 0 | 262,8 0 | 262,8 0 | 262,8 0 | 0 | 0 | 0 | 525,60 0 |
| HR and Skills Audit | 0 | 0 | 0 | 0 | 0 | 830,0 00 | 0 | 0 | 0 | 0 | 0 | 0 | 830,00 0.00 |
| Update HR records and Payroll data | | | | | | | | | | | | | 770,00 |
| conduct compliance checks and ensure all salaries are aligned with SRC guidelines; Payroll cleansing; cross check file records Vs Payroll Data; Compare staff returns with | 0 | 256,66 6 | 256,66 68 | 256,6 68 | 256,6 68 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 735,00 0.00 |

| Item Description | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---|------------------|---------------|-------------|-------------|-------------|--------------|-------------|-------------|--------------------|-------------|-------------|-------------|------------------|
| Develop county project management and implementation bill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 854, 900. 00 | 0 | 0 | 0 | 0 |
| Capacity building of the project management committees on project governance, monitoring, oversight, grievance handling, stakeholder engagement, ESMP implementation monitoring, climate/disaster resilience and feedback mechanisms. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,67, 0 | 6,72 0 | 2,676,7 20.00 |
| Screening of proposed infrastructure investments (which will also include conducting feasibility studies, climate change and environmental and social screening) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 515, 360 | 515, 360 | 515, 360 | 0 | 0 | 1,546,0 80.00 |
| Capacity building of the County Grievance Redress committees | 0 | 0 | 0 | 511,60 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 511,60 0.00 |
| capacity building for county program ESRN staff responsible for screening of projects on environmental and social risks - Environmental and Social Safeguards in Development (KSG) | 365,6 0 | 365,60 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 731,20 0.00 |
| Operational costs for CPIU and other program implementation structures | 312,5 0 | 312,50 0 | 312,5 00 | 312,5 00 | 312,5 00 | 312,50 00 | 312, 500 | 312, 500 | 312, 500 | 312, 500 | 312, 500 | 312, 500 | 3,750,0 00.00 |
| Training/sensitization of County Program Steering Committee (CPSC) | 172,0 0 | 172,00 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 344,00 0.00 |
| Training/sensitization of County Program Technical Committee (CPTC) | 241,5 0 | 241,50 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 483,00 0.00 |
| Capacity building of CPIU & SPIU | 489,0 45 5 | 489,04 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 978,09 0.00 |
| Office stationeries, Equipment and Publishing | 384,2 30 0 | 384,23 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,152, 90.00 |
| Program Monitoring, Evaluation, reporting and learning | 16,66 6 | 16,666 6 | 16,666 6 | 16,666 6 | 16,666 6 | 16,666 6 | 16,6 66 | 16,6 66 | 16,6 66 | 16,6 66 | 16,6 66 | 16,6 66 | 16,6 66 |
| Branding, publicity and community outreach | 25,00 0 | 25,000 0 | 25,00 0 | 25,00 0 | 25,00 0 | 25,00 0 | 25,0 00 | 25,0 00 | 25,0 00 | 25,0 00 | 25,0 00 | 25,0 00 | 300,00 0.00 |
| Develop stakeholder engagement plan for the program | 0 | 816,40 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 816,40 0.00 |

| Item Description | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|--|-------------|-------------|------------------|-------------|----------------|----------------|-------------|-------------|----------------------|-----|-----|------|------------------|
| payroll data; Verify staff basic salaries and allowances paid as part of salary with approved SRC circulars and pay structures | | | | | | | | | | | | | |
| Conduct self-checks to ensure that the payroll data is consistent with the approved staff establishment and other HR records; | 0 | 203,33 3 | 203,33 3 | 203,3 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 610,00 0,00 |
| Conduct payroll audits, Carry out staff head count eg. Salary conversion verification ,salary progression | 0 | 0 | 0 | 0 | 0 | 0 | 248, 000 | 248, 000 | 0 | 0 | 0 | 0 | 496,00 0,00 |
| sensitize staff on GHRIS portal to enable them update their profile and skills in HRMIS database | 0 | 0 | 555,00 0 | 555,0 00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,110,0 00,00 |
| UPN acquisition for county staff (capacity build HR staff on the UPN system) | 325,0 00 | 325,00 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 650,00 0,00 |
| Develop organizational structure and job descriptions for single project management unit and validation workshops towards approval by the County Public Service Board | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,564, 000,0 0 | 0 | 0 | 0 | 2,564,0 00,00 |
| Customize National integrated performance management framework to develop County integrated Performance Management framework | 0 | 0 | 0 | 0 | 0 | 896,00 0,00 | 0 | 0 | 0 | 0 | 0 | 0 | 896,00 0,00 |
| Stock take of all county projects | 0 | 0 | 1,500, 800,00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,500,8 00,00 |
| Sensitization of CECM, Chief Officers, Directors and technical officers on the dashboard | 150,0 00 | 150,00 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300,00 0,00 |
| Community and stakeholders sensitization on County projects monitoring and tracking systems dashboard- development committee, opinion leaders , Development partners, CBO&CSOs | 0 | 0 | 498,46 60 | 498,4 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 996,92 0,00 |
| Develop county project implementation management (PIM) guidelines | 0 | 0 | 0 | 0 | 808,7 00,00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 808,70 0,00 |
| Develop county guidelines on screening of proposed infrastructure investments (in consultation with the National Treasury Public Investment Management (PIM) Department) | 0 | 0 | 0 | 0 | 0 | 709,40 0,00 | 0 | 0 | 0 | 0 | 0 | 0 | 709,40 0,00 |

APPROVALS

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|---|
| Submitted for Approval by : Nicholas Masila Nzioka |
| Designation: KDSP II County Programme Lead |
| County Executive Committee Member–Devolution, Public Participation, |
| Sign:  |
| Date: 15/10/2024 |

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|---|
| Approved by: Mutula Kilonzo Jnr. CBS |
| Designation: H.E Governor –Makueni County |
| Sign:  |
| Date: 15/10/2024 |
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