

REPUBLIC OF KENYA



PERFORMANCE CONTRACT

BETWEEN

**THE CABINET SECRETARY
MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND
CO-OPERATIVES**

AND

**THE PRINCIPAL SECRETARY
STATE DEPARTMENT FOR CO-OPERATIVES**

FOR THE PERIOD

1ST JULY 2021 TO 30TH JUNE, 2022

PREAMBLE

This Performance Contract (hereinafter referred to as “Contract”) is entered into between the Ministry of Agriculture, Livestock, Fisheries and Co-operatives (hereinafter referred to as “MOALF&C”) represented by The Cabinet Secretary of P.O. Box 30028 Nairobi (together with its assignees and successors) of the one part, and the Principal Secretary, State Department for Co-operatives(hereinafter referred to as the “the Principal Secretary”), (together with its assignees and successors) of P.O. Box 40811-00100, Nairobi, of the other part.

WHEREAS;

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

The Government recognizes that the State Department for Co-operatives hold a vital key in the implementation of the “Big Four” Initiatives and other national priorities in order to improve the quality of life of Kenyans and make Kenya globally competitive;

The purpose of this performance contract is to establish the basis for ensuring that efficient and effective services are delivered to Kenyans in line with the provisions of the Constitution and by requiring the State Department to adopt systems that enable innovativeness and adaptability of public services to the needs of users- according special attention to strategies and initiatives that will fast track Post COVID – 19 Recovery Strategies and Plans.

This Performance Contract therefore represents a basis for continuous performance improvement that meets the needs and expectations of the Kenyan people.

Therefore, the parties hereto agree as follows:

PART I: STATEMENT OF RESPONSIBILITY BY THE PRINCIPAL SECRETARY

The Mandate of the State Department is to formulate and implement policies and strategies that manage and guide the development of the co-operative sector.

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 State 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 STATEMENT, MISSION STATEMENT AND STRATEGIC OBJECTIVES

(a) Vision Statement

Sustainable social and economic development through co-operatives

(b) Mission Statement

Promotion of sustainable co-operative sector through capacity building and provision of appropriate policy, legal and institutional framework

(c) Strategic Objectives

The strategic objectives of the State Department are:

- i. Creation of an enabling policy, legal and institutional framework for rapid and sustainable growth of the co-operatives sector in Kenya;
- ii. Promotion of value addition, manufacturing, and market access by co-operatives;
- iii. Enhance financial deepening and investments through co-operatives;
- iv. Entrench good governance and accountability within the co-operative sector; and
- v. Develop the capacity of co-operatives through training, education, research, and ICT adoption.
- vi. To build the human resource capacity and infrastructure in the State

Department.

- vii. Mainstream issues related to climate change, special interest groups and human rights in co-operatives.

PART III: STATEMENT OF STRATEGIC INTENT BY THE PRINCIPAL SECRETARY

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya Vision 2030, keeping in mind the specific priorities of the State Department. I will also pay special attention to implementation of Post COVID-19 Recovery Strategies and Plans.

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

- (i) Implement the National Co-operative Policy
- (ii) Implement legal and institutional reforms for the co-operative sector.
- (iii) Promote manufacturing, value addition and marketing by co-operatives
- (iv) Promote co-operative ventures geared to improvement of food and nutritional security.
- (v) Develop and implement governance mechanisms for co-operatives.

PART IV: COMMITMENTS AND OBLIGATIONS OF THE GOVERNMENT

- Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- Release of exchequer within seven (7) days upon submission of the request.

PART V: REPORTING REQUIREMENTS

The State Department for Co-operatives will submit quarterly and annual performance reports online within 14 days of the subsequent months in the prescribed format to the Public Service Performance Management Unit and the designated agencies for the purpose of monitoring progress and annual evaluation of performance.

PART VI: DURATION OF THE PERFORMANCE CONTRACT

The Performance Contract will run for one financial year, from 1st July 2021 to 30th June, 2022.

PART VII: SIGNATORIES TO THE PERFORMANCE CONTRACT

For and on behalf of the State Department for Co-operatives

Signature Date.....

**Ali Noor Ismail, CBS
Principal Secretary
State Department for Co-operatives**

For and on behalf of the Government

Signature Date.....

**HON. PETER MUNYA, MGH.,
Cabinet Secretary
Ministry of Agriculture, Livestock, Fisheries and Co-operatives**

**ANNEX 1:
PERFORMANCE CONTRACT MATRIX FOR STATE DEPARTMENT FOR CO-
OPERATIVES**

S/N O.	PERFORMANCE CRITERIA	UNIT OF MEASURE	WEIGHT (%)	STATUS IN PREVIOUS YEAR (FY 2020/2021)	TARGET (FY 2021/22)
A	FINANCIAL STEWARDSHIP & DISCIPLINE				
A.1	Absorption of Allocated Funds	%	3	98	100
A.2	Absorption of Externally Mobilized Funds		0	N/A	N/A
A.3	A-in-A	Kshs(M)	4	20.64	20.7
A.4	Pending Bills	%	3	0.16	≤1
	Weight Sub-total		10		
B	SERVICE DELIVERY				
B.1	Implementation of Citizens' Service Delivery Charter	%	4	100	100
B.2	Business Process Re-engineering	%	3	100	100
B.3	Resolution of Public Complaints	%	3	100	100
	Weight Sub-total		10		
C	CORE MANDATE				
	MDA's priority projects/ programmes ("Big Four" Initiatives, Vision 2030 Flagship Projects, Projects/programmes aligned to SDGs and SPS)				
C.1	Co-operative Savings Increased	Kshs.(B)	10	800	835
C.2	Coffee Industry Revitalized through Coffee Co-operatives	%	10	100	100
C.3	Implementation of National Co-operative Policy	%	5	100	100
C.4	Review of Co-operative Legislation	%	5	100	100
C.5	Co-operative Cotton Ginneries Modernized	%	5	100	100
C.6	Governance and Accountability within the Co-operative Movement Enforced	%	6	100	100
C.7	Promote Co-operative Development and Enforce Legal Compliance	%	5	100	100
C.8	Implement Phase Six of Co-operative Management Information System (CMIS)	%	5	100	100

C.9	Review SDC Strategic Plan for 2018-2022	%	2	100	100
C.10	Implementation of the ASTGS Flagship 1	%	2	100	100
C.11	Project Completion Rate	%	2	100	100
C.12	Release of Budgetary Allocation.	Time (Days)	3	7	7
	Weight Sub Total		60		
D	Implementation of Presidential Directives	%	2	100	100
E	Access to Government Procurement Opportunities (AGPO)	Kshs (M)	3	44.485	46
F	Promotion of Local Content in Procurement	Kshs (M)	2	140.088	180
G	CROSS-CUTTING				
G.1	Asset Management	%	1	100	100
G.2	Youth Internships /Industrial Attachments/ Apprenticeships	No	1	54	25
G.3	Competence Development	%	1	100	100
G.4	Disability Mainstreaming	No	1	100	100
G.5	Gender Mainstreaming	%	1	100	100
G.6	Prevention of Alcohol and Drug Abuse	%	1	100	100
G.7	Prevention of HIV Infections	%	1	100	100
G.8	Safety and Security Measures	%	1	100	100
G.9	National Cohesion and Values	%	2	100	100
G.10	Road Safety Mainstreaming	%	1	100	100
G.11	Corruption Prevention	%	2	100	100
	Weight Sub Total		13		
	Overall Total Weight		100		

**ANNEX II:
DESCRIPTION OF PERFORMANCE INDICATORS**

A. FINANCE STEWARDSHIP & FISCAL DISCIPLINE.

A.1 Absorption of Allocated Funds

In the FY 2021/22, the State Department will ensure that budgeted funds amounting to Kshs 803,690,884 comprising of Recurrent Budget of Kshs. 384,090,884 and Development Budget of Kshs. 419,600,000 is applied to programs, projects and activities for which the funds are appropriated and planned for.

A.2 Appropriation-In-Aid (A-in-A)

The State Department will collect A-in-A of Kshs.20.7million from Co-operative Registrations Fees and Audit Fees.

DIVISION	AMOUNT (KSHS)
Co-operative Registration Services (Registration of societies)	6,300,000
Co-operative Audit Services (Administrative fees and charges)	14,400,000
Total	20,700,000

A.3 Pending Bills

The State Department undertakes to ensure that no pending bills are carried over to the next financial year by:

- i) Ensuring that all payments are effected as they become due.
- ii) Ensuring no procurement without confirmation of funds.
- iii) Ensuring that the procurement plan is in line with the cash flow projections and the work plan.

SERVICE DELIVERY.

B.1. Implementation of Citizens' Service Delivery Charter (100%)

During the FY 2021/22, the State Department will:

- i) Display the Citizen's Service Delivery Charter prominently at key points of entry/service delivery in both English and Kiswahili by 31st August, 2021. For the purpose of the display and ease of notice by the customers, the size of the charter will be three feet width and four feet length, i.e. (3'x4'), with clearly visible font size of the contents - (10%);

- ii) Customize the charter to unique needs and convenient access of the customers by providing mechanisms for braille translation and uploading the Charter on the Ministry online platforms by 31st August, 2021 (20%);
- iii) Sensitize staff on the Citizen's Service Delivery Charter and train on essentials of excellent customer service culture, by 31st December, 2021, (20%);
- iv) Monitor on quarterly basis adherence to the commitments stipulated in the Charter by establishing compliance mechanisms, maintaining records on number of customer requests, number of customers served, customer feedback and service turn-around-time using the prescribed format provided, (40%); and
- v) Upload an electronic copy of the service charter by 31st August, 2021 and the service charter monitoring reports on quarterly basis on Huduma service portal for centralized access and wide publication (10%).

B.2. Business Process Re-engineering (100%)

Business Process Re-engineering (BPR) enables organization to review, interrogate and re-design their service delivery processes in order to serve customers/client better. To improve service delivery in terms of enhancing efficiency, timeliness, quality, flexibility and convenience, the State Department will continue implementing Co-operative Management Information System to enable provision of its services online.

B.3. Resolution of Public Complaints:

The State Department will promptly address and resolve public complaints referred to it directly or channeled through Commission for Administration of Justice (CAJ). To facilitate this, the Department will:

- i) Resolve all public complaints received and processed for each quarter (50%)
- ii) Proactively disclose information as per required format (10%);
- iii) Process requests for access to information for each quarter-re-active disclosure (10%);
- iv) Awareness creation on the complaint handling framework and the citizen's service delivery charter by 31st December, 2021 (10%).
- v) Capacity building on the indicator requirements (10%).
- vi) Prepare and forward a report on resolution of all complaints received and processed to CAJ in the required format (10%)

C. CORE MANDATE.

C.1. Co-operative Savings Increased.

During FY 2021/22, the State Department will facilitate increase in co-operative savings by Kshs. 35 billion from Kshs. 800 billion for FY 2020/21 to Kshs. 835 billion for FY 2021/22 by undertaking the following:

- i) Increasing enforcement of governance and accountability in co-operative societies to safeguard member's savings (40%).
- ii) Facilitating recovery of Kshs. 450 million Saccos' remittances from employers by 30th June 2022 (30%).
- iii) SDC targets to process 100% of the borrowing powers applications received from co-operative societies(30%).

C.2 Coffee Industry Revitalized through Coffee Co-operatives

During FY 2021/22, the State Department will revitalize coffee industry through coffee co-operatives by

- i) Supporting 100 coffee co-operative factories to digitize their records in order to enhance operational efficiency and accountability to members as provided in the coffee action plan by 30th June, 2022(50%).
- ii) Modernizing 25 coffee co-operative factories by constructing and installing coffee beds and floodlights in order to improve security and operational efficiency by 30th June, 2022 (50%).

C.3. Implementation of National Co-operative Policy

During FY 2021/22, the State Department will:

- i) Develop Framework for National Co-operative Policy Implementation by 30th June, 2022 (30%)
- ii) Develop instruments for reform of key co-operative institutions by 30th June, 2022 (40%)
- iii) Facilitate co-operative collaboration/co-operation forum by 30th June, 2022 (30%)

C.4. Review of Co-operative Legislation (100%)

During FY 2021/22, the State Department will:

- i) Finalize review of the Co-operative Societies and SACCO Societies Regulations and prepare Draft Bill by 31st July, 2021(60%);
- ii) Conduct stakeholders' sensitization and validation by 30th September, 2021(20%); and
- iii) Submit to Attorney General for further action by 30th June, 2022 (20%)

C.5. Co-operative Cotton Ginneries Modernized (100%)

During FY 2021/22, the State Department will undertake the following:

- i) Finalize rehabilitation of Luanda Ginnery (civil and mechanical works). The contractor is set to complete by September, 2021 (40%)
- ii) Construction of a building, procuring and installing of new specialized machinery and equipment for Homa Bay cotton co-operative ginnery by 30th June, 2022 (60%)

C.6. Governance and Accountability Within the Co-operative Movement Enforced. (100%)

During FY 2021/22, the State Department will:

- i) Enforce compliance of the governance requirement on Declaration of Income, Assets and Liabilities (DIALS) filed by officials of Cooperative Societies. by 30th June, 2022 (10%).
- ii) Review Anti-Corruption Policy for Co-operative Societies by 30th June, 2022 (10%).
- iii) Carry out investigations on non-compliance in governance and corruption incidences in co-operative societies by 30th June, 2022 (10%).
- iv) Development of Procurement and Disposal of Assets Guidelines for co-operative Societies by 30th June, 2022 (10%).
- v) Hold ECCOs Board quarterly meetings and annual workshops by 30th June, 2022 (10%).
- vi) Enhance capacity of co-operative societies' officials on Ethics, Integrity and Good Governance by training of 200 co-operative officials in collaboration with EACC by 30th June, 2022 (10%).
- vii) Enhance capacity of SDC staff on Corruption investigation, fraud detection and handling corruption incidences by training 50 SDC staff in collaboration with EACC by 30th June, 2022 (10%).
- viii) Registration of audited accounts by 30th June, 2022 (10%).
- ix) Registration of Audit firms by 30th June, 2022 (10%).
- x) Develop two technical updates by 30th June, 2022 (10%).

C.7. Promote Co-operative Development and Enforce Legal Compliance (100%)

During FY 2021/22, the State Department will:

- i) Register all co-operatives that apply and meet registration requirements in the 2021/2022 (50%)
- ii) Conduct inquiries and inspections as and when necessary, by 30th June, 2022 (50%).

C.8. Implement Phase Six of Co-operative Management Information System (CMIS) (100%)

During FY 2021/22, the State Department will:

- i) Develop a data back-up and recovery center by 30th June, 2022 (25%)
- ii) Train co-operative societies on CMIS by 30th June, 2022 (25%)
- iii) Maintain the CMIS system by 30th June, 2022 (25%)
- iv) Procure ICT equipment by 30th June, 2022 (25%)

C.9. Review SDC Strategic Plan for 2018-2022 (100%)

During FY 2021/22, the State Department will review the 2018-2022 SDC Strategic Plan by 30th June, 2022 (100%)

C.10. Implementation of the ASTGS Flagship 1 (100%)

During FY 2021/22, the State Department will:

- i) Carry out sensitization workshop for "Flagship 1" implementors by 30th September 2021 (20%)

- ii) Prepare 2021/22 ‘Flagship 1’ workplan by 30th September 2021 (20%)
- iii) Carry out stakeholder analysis by 30th September 2021 (20%)
- iv) Prepare resource mobilization plan by 30th September 2021 (20%)
- v) Identify Co-operative Societies to be linked to the SME Accelerators by 30th June 2022 (20%)

C.11. Projects Completion Rate. (100%)

During FY 2021/22, the State Department will implement projects as indicated in Annex III.

C.12. Release of Budgetary Allocation.

The State Department will disburse funds to downstream institutions within 7 days upon receipt of the same from the National Treasury as per the table below;

CAPITAL TRANSFERS	
SAGA	AMOUNT KSHS FY 2021/22
NKPCU	30,000,000
KNTC	75,000,000
TOTAL	105,000,000
CURRENT TRANSFERS	
SAGA	AMOUNT KSHS FY 2021/22
NKPCU	26,200,000

D. IMPLEMENTATION OF PRESIDENTIAL DIRECTIVES.

The State Department will implement all Presidential Directives, Circulars and Executive Orders issued for execution between 1st July, 2021 and 30th April, 2022.

E. ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES

During FY 2021/22, the State Department will:

- i) Award Kshs. 46,000,000 of tenders from total procurement budget Kshs. 82,764,027 to the Youth, Women and Persons with Disabilities and at least Kshs. 920,000 (2% of Kshs 46,000,000) to PWD.
- ii) Build capacity of the three groups through continuous dissemination of information on: government procurement procedures; the requirements for accessing government procurement opportunities; and the specific opportunities in the State Department during their weekly visits.
- iii) Ensure that the three groups actually access the procurement opportunities and facilitate quick processing of payments throughout the contract period.
- iv) Prequalify the registered groups as an affirmative action by 30th September 2021.
- v) Submit to PPRA a summary of procurements allocated to the targeted groups in the prescribed format in every half of the financial year (Bi- annual).

F. PROMOTION OF LOCAL CONTENT IN PROCUREMENT

During FY 2021/22, the State Department will:

- i) Allocate and award a minimum of 40% (Kshs. 180,000,000) of procurement budget for local goods and services.
- ii) Prepare Departmental quarterly progress reports on the implementation of this indicator.
- iii) Submit quarterly reports to Ministry Industry and all other relevant authorities.

G. CROSS CUTTING.

G.1 Asset Management (100%)

During FY 2021/22, the State Department will undertake the following;

- i) Inventory Management – establish and maintain a catalogue (assets register) of the assets and properties including their status in terms of the working condition -60%
- ii) Disposal of Idle Assets – ensure disposal of unserviceable, obsolete and surplus assets by way of sale, transfer to other public institutions, destruction, donation or other authorized methods of disposal and in all cases in full conformity to the existing legal requirements - 40%

G.2. Youth Internships/Industrial Attachments/Apprenticeships.

During FY 2021/22, the State Department will:

- i) Facilitate transfer of skills to 25 youth through internships and industrial attachments/apprenticeship.

State Department	In Post	Attachees	Interns	Total
Co-operatives	176	20	5	25

G.3. I. Competence Development. (100%)

During FY 2021/22, the State Department will:

- a) Undertake institutional Skills Gap Analysis once every 5 years - 20%
- b) Carry out Staff Training Needs Assessment (10%)
- c) Execute interventions to address the identified skills gaps and training needs through, recruitment, outsourcing, capacity building/training, coaching, mentoring, etc. (30%)

- d) Employee Performance Management - the State Department will assess individual employee's performance based on the negotiated and agreed performance targets drawn from the State Department's annual work plan and the Performance Contract. The State Department will undertake the following:
- i) Set individual employees annual targets and complete the Staff Performance Appraisal using the prescribed format by 31st July 2021, (10%);
 - ii) Undertake Staff Performance Appraisal and compile the appraisal report for the FY 2020/21 by 30th September, 2021 (15%);
 - iii) Implement recommendations emanating from the staff appraisal reports (15%).

G.4. Disability Mainstreaming. (100%)

To implement Government policy on affirmative action for Persons With Disabilities(PWDs), the State Department will undertake the following:

- i) Appoint a Disability Mainstreaming Champion/Focal Person by 30th September, 2021 (5%);
- ii) Conduct training and sensitization on disability mainstreaming by 31st December, 2021 (10%);
- iii) Register with the NCPWDs Career Portal that is dedicated to the employment of persons with disabilities via ncpwd@fuzu.com, by 30th September, 2021 (10%);
- iv) Ensure 5% of the total staff recruited/placed comprise persons with disabilities (20%);
- v) Increase equal and easy access of products and services/programmes to PWDS –through the following:
 - a) Access to communication for the deaf and hard of hearing through provision of a sign language interpreter by 30th June, 2022 (10%);
 - b) Ensure improvements of built environment for ease of access by PWDs through provision of lifts, washrooms, ramps, non -slippery floor and parking throughout the contract period - (15%);
- vi) Conduct accessibility and usability audit and implement the recommendation of the report by 30th June, 2020 (25%);
- vii) Submit quarterly reports using the prescribed format to NCPWD via <https://www.ncpwd.go.ke/mainstreaming/login> by 15th day after the end of the quarter - (5%).

G.5. Gender Mainstreaming (100%)

To promotes gender equality and empowerment of women as per the existing commitments in the Constitution of Kenya, the Third Medium Term Plan of Kenya Vision 2030 and numerous regional and international commitments on Gender

Equality and empowerment of women, the State Department will undertake the following activities:

- i) Reconstitute a functional gender committee and train members on gender equality by 31st October, 2021. (20%);
- ii) Domesticize/Customize the National Policy on Gender and Development, 2019 to organizational needs by 31st March, 2022 (30%);
- iii) Undertake capacity building on Gender for staff in all quarters. (40%);
- iv) Submit quarterly reports using the prescribed format to the State Department for Gender with a copy to the National Gender and Equality Commission - (10%).

G.6 Prevention of Alcohol and Substance Abuse (100%)

To reduce the prevalence and mitigate the negative effects of Alcohol and Drug Abuse (ADA) in the public sector, the State Department will implement a package of intervention as follows:

- i) Reconstitute and train ADA control committee members by 30th September, 2021- (10%);
- ii) Develop and submit an annual workplan on ADA prevention and management programmes online by 30th September, 2021 (20%);
- iii) Develop workplace ADA prevention and management policy using the national ADA prevention guidelines 30th April 2022 - (20%);
- iv) Establish and operationalize support mechanisms for staff and students with Substance Use Disorder by 30th June, 2022 (20%);
- v) Sensitize staff on ADA by 30th April 2022- (20%); and
- vi) Submit quarterly performance reports to NACADA using the prescribed format and the guidelines available on the Authority's website, within 15 days following the end of each quarter (10%).

G.7 Prevention of HIV/AIDS Infections (100%)

During FY 2021/22, the State Department will develop an HIV and AIDs workplace policy that includes NCDs in line with the Public Sector Workplace Policy on HIV and AIDS (2017). A committee to guide mainstreaming of workplace interventions will be put in place. In addition to developing an annual workplan, the State Department will report on a quarterly basis through the online Maisha reporting system by 15th of the month following end of a quarter. To implement the indicators, the State Department will: -

- i) Allocate resources for implementation of HIV and NCD intervention by 30th November, 2021 (10%);
- ii) Promote attainment of UHC at the workplace through offering service for HIV prevention and wellness promotion for NCDs and Mental health for at least 70% of staff and family members by undertaking the following:
 - a) Facilitate HIV counseling and testing by 31st May, 2022 (10%);

- b) Provide screening package for Cancer, Blood pressure, Blood sugar and BMI by 30th June, 2022 (10%);
- c) Implement the prescribed sensitization package for NCDs, NCD risk factors (healthy diets, physical activity, tobacco use and alcohol use), stress management and mental well-being by 31st May, 2022 (20%);
- d) Promote mental wellness and prevention of mental health conditions using the prescribed guide by 31st May, 2022 (20%);
- e) Implement the prescribed sensitization package on HIV Prevention using the prescribed guide by 31st May, 2022 (15%);
- iii) Distribute condoms every quarter (15%).

G.8. Safety and Security Measures (100%)

The State Department will ensure safety and security of personnel, documents, information, equipment and assets. During the FY 2021/22, the State Department will put in place safety and disaster preparedness mechanisms to address the current insecurity issues namely:

- a) Put in place mechanisms to mitigate against technological hazards, terrorism, fire and natural disasters by 31st May, 2022 (60%). This will include:
 - i) Procurement and installation of computer anti-viruses and Uninterrupted Power Supplies (UPS) by 30th May, 2022 - (15%);
 - ii) Maintenance of the Closed Circuit Televisions (CCTVs) at NSSF on quarterly basis - (15%);
 - iii) Inspect and issue gate passes to visitors and vehicles entering NSSF throughout the year - (15%); and
 - iv) Sensitization of staff on disaster management and use of fire extinguishers by 30th May, 2022 - (15%).
- b) Establish information assets and secure them. Determine the information assets to be secured informed by the following information attributes: Value, Integrity, Importance, Confidentiality, Accuracy, and Authenticity by 30th June, 2022(40%).

G.9. National Cohesion and Values (100%)

- a) In order to promote national cohesion, national values and principles of governance, the State Department will align and implement the following commitments and way forward in the 2020 Annual President's Report on National Values and Principles of Governance(60%):
 - i) Fast track implementation of programmes, projects and activities for the realization of the "Big Four" Agenda by 30thJune, 2022 (12%);

- ii) Implement the Ministry of Health COVID-19 guidelines and protocols including other sector-driven protocols to facilitate continuity in the execution of Government policies, programmes, projects, activities and public services by 30th June, 2022(12%);
 - iii) Leverage on and enhance use of Information and Communications Technology (ICT) and other innovations in service delivery by 30th June, 2022(12%);
 - iv) Continue to enhance the fight against corruption, dispensation of justice and observance of the rule of law by 30th June, 2022 (12%);
 - v) Continue enhancing the collaboration between the two levels of government to entrench sharing and devolution of power by 30th June, 2022 (12%);
- b) Submit in the prescribed format the annual report on measures taken and progress achieved in the realization of National Values and Principles of Governance by **15th January, 2022** through either a hard copy or soft copy emailed to email to info2@cohesionandvalues.go.ke or nationalvalues2017@gmail.com (40%).

G.10 Road Safety Mainstreaming (100%)

To substantially reduce the burden and severity of road crashes in Kenya, the State Department will undertake the following during FY 2021/22: -

- i) Develop a workplace road safety policy anchored on the NTSA policy guidelines by 31st December, 2021 - (25%);
- ii) Develop an annual Road Safety Implementation Plan to address the following key components (15%);
 - a) Establish of Road Safety Units/Road Safety Committee; (3%)
 - b) Train Road Safety Unit/Road Safety Committee members; (2%)
 - c) Sensitize of staff on road safety; (2%)
 - d) Undertake annual motor vehicle inspections; (2%)
 - e) Train drivers on defensive driving; (2%)
 - f) Sensitize clients/stakeholders on road safety ;(2%)
 - g) Report on non-compliance on road safety at the workplace on quarterly basis using the prescribed reporting format; (2%)
- i. Implement the Road Safety Implementation Plan (40%); and
- ii. Submit quarterly reports to NTSA in prescribed format within 15 days after the end of the quarter (20%)

G.11 Corruption Prevention (100%)

To combat and prevent corruption, unethical practices and promote standards and best practices in governance in line with the Ethics and Anti-Corruption Commission Act No. 22 of 2011 and the Leadership and Integrity Act of 2012 and the Bribery Act of

2016, the State Department will implement the following measures during the FY 2021/2022:

- i) Undertake a Corruption Risk Assessment and develop a Corruption Risk Mitigation Plan by 31st December, 2021(30%)
- ii) Implement measures emanating from the Corruption Risk Mitigation Plan as per the implementation matrix by 30th June, 2022 (60%)
- iii) Submit quarterly performance reports to EACC using the prescribed reporting format in the EACC website, www.eacc.go.ke (10%)

ANNEX III: PROJECT COMPLETION RATE

S/No	Project Name	Project Description	Location	Total estimated cost (M)	Current status	Allocation for FY 2020/21 (M)	Expected deliverables (Outputs) for FY 2021/22
1	Co-operatives Management Information System (CMIS)	CMIS aims at establishing a mechanism for automating government services to co-operative institutions and other users to enhance service delivery.	Headquarters	360	60% (Ongoing)	30	<ul style="list-style-type: none"> • A data back-up and recovery center • Trained co-operative societies on CMIS • CMIS system maintained • ICT equipment procured
2.	Revitalization of Coffee Industry through Coffee Co-operatives	The coffee sector revitalization programme includes setting up of the Coffee Industry Database, rehabilitation of 100 wet processing factories, refurbishment of 11 coffee secondary mills, establishment of Coffee Cherry Revolving Fund, digitization of coffee co-operatives and Carrying out a special audit on cooperative societies and coffee unions.	31 coffee growing Counties	4,982	The project is 40% complete.	180.4	<ul style="list-style-type: none"> • 100 coffee co-operative factories digitized • 25 coffee co-operative factories modernized

S/No	Project Name	Project Description	Location	Total estimated cost (M)	Current status	Allocation for FY 2020/21 (M)	Expected deliverables (Outputs) for FY 2021/22
3.	Modernization of Cooperative Cotton Ginneries	The Project aims at rehabilitation, acquisition and installation of modern machinery targeting cotton cooperatives across the country.	Busia and Homabay Counties	500	Phase one of Luanda has been completed. Phase two to be completed by 30th September 2021. Initiating modernization in Homabay	209.2	<ul style="list-style-type: none"> • Luanda Ginnery rehabilitated • Homa Bay Cotton Co-operative Ginnery modernized
5.							
	Total					419.6	