



REPUBLIC OF KENYA

**MINISTRY OF COOPERATIVES AND MICRO, SMALL AND  
MEDIUM ENTERPRISES (MSME) DEVELOPMENT**

**TALKING NOTES FOR THE CABINET SECRETARY, MINISTRY  
OF COOPERATIVES AND MSME DEVELOPMENT DURING  
THE PERFORMANCE CONTRACTS SIGNING CEREMONY, 8<sup>TH</sup>  
SEPTEMBER, 2023.**

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**Good Morning, Ladies and Gentlemen**

1. I am delighted to have you here today for the signing of the Performance Contracts for the financial year 2023/2024 as a sign of commitment to enhancing the culture of performance management.
2. As you are aware, on 1<sup>st</sup> August, 2023, I signed the Ministry's Performance Contract with H.E the President, setting the stage for cascading the same across the Ministry's State Departments and SAGAs to fast track its implementation.
3. The success of my performance contract with H.E. the President is dependent on your full implementation of your performance contract that you are about to sign with me. I therefore expect you to fully implement the targets that have been agreed upon in your respective performance contracts within the set timelines.
4. Among the key targets set in my performance contract include the Bottom-Up Economic Transformation Agenda (BeTA) that include:
  - i. The revitalization of priority value chains to effectively create an impact to our communities and reduce wastage and duplication;

- ii. Identification of production clusters to mobilize and aggregate cooperatives and MSMEs around priority value chains opportunities; and
  - iii. Developing market access to support cooperatives and MSMEs in marketing their products to enhance their income and improve their livelihoods.
5. All the above targets are reflected either directly or indirectly in your performance contracts and therefore their implementation is paramount in achieving the aspirations of the **Kenya Kwanza** administration.
  6. I have also, in my performance contract committed to implement the Presidential directive on **National Tree Growing Campaign** where I have a target to grow a minimum of 30 trees per staff by 30<sup>th</sup> June, 2024. This commitment can only be achieved when you all work closely with the State Department for Forestry and ensure that all your staff plant at least 30 trees during this contract period.
  7. I have also committed to develop my Strategic Plan for the period 2023 - 2027 by 31<sup>st</sup> December, 2023. This again will be informed by your respective Strategic Plans which I expect you to have finalized by the end of October, 2023.
  8. I therefore want to use this opportunity to direct as follows:
    - a. That after I have signed your respective performance contracts, I will expect that the Chairpersons of the Board of Directors of SAGAs will sign performance contracts with their CEOs while my two PSs will each sign performance contracts with their respective Heads of Directorate/Department. The same should be cascaded downwards with CEOs and Heads of Department signing Performance Contracts with Divisions/Units.

- b. That the quarterly reports for the performance contracts for State Departments and SAGAs in my ministry should be presented to the Senior Management Committee meeting that meets quarterly and which I chair. This is expected to track achievements and identify any challenges in the implementation of the performance contracts where appropriate decisions can be made towards addressing those challenges.
- c. That PSs and CEOs should ensure submission of their quarterly reports to the Public Service Performance Management and Monitory Unit (PSPMMU) in the Office of the Prime Cabinet Secretary on time as stipulated in the PC guidelines.
- d. To ensure that we adhere to all this, you are requested to appoint **PC Desk officers** or **Gatekeepers** to champion PC implementation, documentation and reporting. The Desk officers/Gatekeepers will be expected to work closely with the Directors of Planning/Heads of CPPMD on all matters related to work plans and PCs to ensure proper documentation of PC evidence for effective reporting of performance in the state department.
- e. That the two State Departments and the SAGAs should embark on and finalize their Strategic Plans by end of October, 2023. This exercise should strictly adhere to the Revised Guidelines on Preparation of the Fifth-Generation Strategic Plans 2023-2027 that were issued by the Cabinet Secretary, The National Treasury and Planning in June, 2023. This exercise is very critical because it will inform my Ministry's Strategic Plan that I have committed to deliver by end of December 2023.

In conclusion, I would like to reiterate the importance given by the Government in tracking results through the performance contracting process. I urge you all to undertake this process seriously, from setting of targets, to implementation and reporting. This will buttress the saying that “**what gets measure gets done**”. This means that regular measurement and reporting keeps you focused and that the information you gather will helps you to make decisions to improve your results

With those few remarks, I now invite you to sign the 2023/2024 Performance Contracts.

Simon K. Chelugui, EGH  
**CABINET SECRETARY**