|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NG-CDF BOARD PERFORMANCE CONTRACT FOR FY 2015/2016 ACTION POINTS FOR INDICATORS A, B , C & D FROM THE REVIEW MEETING HELD ON 5 MAY 2016** | | | | |
| **PERFORMANCE INDICATOR** |  | **TARGET** | **STATUS AS AT 15/2/16** | **ACTION TO BE TAKEN** |
| **A.    FINANCIAL & STEWARDSHIP** | **A1** | Spend the total budget of Kshs. 2,584,365,547 | • Target is at 46% | * HRMO to provide circular on freezing of employments that was issued in November 2015. * HRMO to ensure all FAMs & HQ staff in acting positions are being paid their special duty allowances and the allowances are not in arrears. * HRMO & CS to do follow up to SRC on the response to the letter on payments of Non Practicing allowance and the Salary Increment. * HRMO to follow up with the CEO on the response from the ministry on the request to allow the board to recruit. * SA to write to treasury on opening a separate bank account for Gratuity of staff. * HRMO to find out whether IPPD can be setup to compute gratuity monthly to support the transfer of funds to the gratuity account. * SA to write to Central Bank and to all banks where board accounts are held on the change of account Name. * SMO & SA take should work at ensuring that RCs are given AIEs for the office expenditures by July 2015 instead of Imprests .The AIE’S will be issued on condition that the RCS have work plans and are complying with the implementations. * Beatrice to ensure that Techbiz payment is made by 6/5/16. * CICTO to prepare a training plan and memo for approval by the CEO on CDF MIS by 6th May 2016. * CICTO should ensure the roll out of CDF MIS in the 77 constituencies is done by end of May to ensure absorption of the allocated funds for Data Bundles. * PO & CICTO should begin procurement of the institution for CDF MIS training. * SMCC should ensure release of CDF magazine within by Mid May. PO should write an article for the magazine on the procurement opportunities available for special groups’ i.e. Women Youth and Persons with Disability. * SA to provide the circulars stopping printing of promotional materials and on foreign travels. * CS to ensure the board members specifically the chair makes claims on the mileage allowances to utilize the allocation. * AO to consult with the PO on how the branded books of accounts can be procured * SMO should ensure Strategic plan is finalized and printed by end of May 2016. * PO, SMO & SMCC to ensure preparation of guidelines and issuing of the guidelines to Constituencies on how to go about the CSR committee for evaluation appointment, evaluation and procurement for CSR. * SMO to ensure the remaining CSR proposals are passed. * SMO & HRMO to schedule training of board and staff on Project Management. * SMO to communicate with KSG on developing of the M & E Framework. * Beatrice to organize a meeting with the Auditor General’s office to discuss how system audits especially within the Nairobi constituencies can be done. * PO to fast track the procurement of office furniture by 13/5/16. * ICT carry out a needs assessment to determine requirement of staff to enable procurement of ICT Equipment. * Kevin to Liaise with all department to find out the need for the fire proof cabinets. * SMO to communicate with the ministry to give the board a way forward on how the projects carried out under ESP can proceed by June. |
| **A2** | Realize A-in-A amounting to Kshs. 20,000,000 | Target is at 188% | Ksh. 28,347,656 |
| **A3** | Realize a developmental Index of 23.03% | Target is at 12.64% | SA to do reminders to departments on the absorption of the development expenditure to increase the development index. SA to ensure the calculation for the index is correct. |
|  |  |  |  |  |
| **B.   SERVICE DELIVERY** | **B1** | **Customer Satisfaction** |  |  |
| Carry out a customer satisfaction survey | Draft Report Ready | SMCC to flag out all recommendations and share them with all HOD’s to ensure implementation by May 2015 |
| Implement recommendations arising from the Customer Satisfaction survey report |  | SMCC to ensure implementation of the recommendations. |
|  |  |  |  |  |
|  | **B2** | **Service Delivery Innovations** |  |  |
|  | Create a Web-based Customer Relationship Management System | Commenced installation of an android application for downloads by customers over their phones and computers to query or access NG-CDF information in real-time. | PO to ensure procurements and Implementations are finalized by Last week of May. |
|  | Mobile Based Customer Relationship Management System |
|  | Implement Assistive Technologies for PWDs | Commenced procurement of a Braille embosser and requisite software to facilitate conversion of various documents into Braille for use by customers with visual disability. Approval memo is in procurement. | PO to ensure the embosser quotations are opened by 6/6/2016 and ensure procurement of the embosser is done by end of May 2016. |
|  | Interactive Voice Response System | IVRS on the Board phone system has began in conjunction with the service provider Safaricom on the Board pilot line. | CICTO to fast track the process with safaricom by end of May. |
|  |  |  |  |  |
|  | **B3** | **Service Delivery Innovations Application/Implementation** |  |  |
|  | Implement and apply the service delivery innovations | Implementation to begin in 4th quarter |  |
|  | Prepare a report on the impact on service delivery, Identify the service delivery points and demonstrate how the innovations have worked |  | CICTO to prepare a report summarizing the implementation of service delivery innovations the board has undertaken in the previous years. |
|  |  |  |  |  |
|  | **B4** | **Resolution of Public Complaints** |  |  |
|  | Implement complaints handling procedures and management infrastructure (mechanisms) and submit information on the same to CAJ in the prescribed format in Quarter 1 | * Implementation of procedures by dealing with all complaints forwarded to the board and engaging field officers within 5 days of receipt for responses on the field complaints. * Follow up on the complaints done and action taken on officers who did not give responses to the complaints. | * Sample Complaints letters and responses to be made available by the ALO. * Sample Memos issued on non responsiveness to complaints made should be availed to the PC secretariat. |
|  | Develop an access to information policy for use by the public. | Draft policy developed. | * Legal Department to share the draft policy with HOD’S by the 17/5/16 |
|  | Capacity build the complaints-handling Committee and staff. | Staff capacity built on Complaints handling in December. | * Training on complaints to be scheduled by end of May 2016 |
|  | Implement the Service Delivery Charter. | * Team formed to monitor implementation of the service delivery charter. * Service charter monitoring team members; Brenda, Emuron, Chesoni, Kevin | * Service delivery monitoring team to prepare a checklist and a tool to monitor the adherence of the charter. * The team lead by SMCC will monitor all operations of the board with regard to service delivery using Mystery shopper and prepare a report by MID May * SA to ensure his department improves payment of suppliers so they do not take long once service is fully rendered and all documents provided. * SA to assign an officer who will register, receive and sign for documents that are sent to the Accounts department. * PO to establish a record of all merchants and do follow ups on all contracts as the procurement department is the custodian of merchants and contracts to ensure the contracts do not lapse and the merchants have a track on payments. |
|  | Create awareness on existence of complaints-handling mechanism. | Awareness created | Target is on course 100% |
|  | Translate complaints submission template to Swahili. | Done and uploaded to the website for customer use. | Target achieved 100% |
|  | Resolution of all complaints through the Complaints and Arbitration Committee | CDF board conducted field visits in Nyali, Kitui Rural and Kitui Central constituencies | Reports to be availed by May 25th 2016 |
|  | Submit quarterly reports to CAJ | 1st, 2nd and 3rd quarter reports submitted | Target is on course 100% |
|  | Conduct at Least two Complaints and Arbitration field visits | CDF board conducted field visits in Nyali, Kitui Rural and Kitui Central constituencies | Target achieved 100% |
|  | Apply for certification from the Commission on Administrative Justice |  | 4th quarter |
|  |  |  |  |  |
|  | **B5** | **ISO CERTIFICATION** |  |  |
|  | CB to conduct pre-certification/pre-accreditation audit | Target is on course | * MRM to be scheduled by QMR by week ending 13th May 2016. * QMR to ensure internal auditors report is circulated and the Corrective action taken and CAR forms closed. * QMR to ensure ISO Management meetings are held monthly.      QMR to communicate with SGS to issue final certificate |
|  | Carry out corrective actions |
|  | CB to carry out certification audit/accreditation/assessment |
|  | Carry out corrective action |
|  | Certification/accreditation to relevant standard |
|  |  |  |  |  |
|  | **B6** | **AUTOMATION** |  |  |
|  | Cascade standard constituency website specifications | The central web portal has eliminated the need for speciation’s to be cascaded because FAMS can now update each constituency website with data within the central portal. | * The CICTO to ensure the 77 constituencies web portals are populated and Fams trained during the CDF MIS refresher training. |
|  | Train HQ Staff and RC’S on the use of the adapted voice over internet protocol in the regional offices | Sensitized staff on the VOIP connectivity during the HQ staff meeting. | Achieved 100%  User support to continue one on one trainings for staff on the use of the IP phones. |
|  | Continue Implementation of LANs/WANs in the office space | Target is ongoing | PO to ensure the tender is floated and awarded and implementation begin by end of May. |
|  | Equip the new Boardroom with Multi-Media system |  | Target is on course. |
|  | Create awareness on the online help desk system | Sensitize staff on the online help desk during the HQ staff meeting. | Target is on course. |
|  | Train staff on the central web portal |  | Training will be conducted during CDF MIS Training by end of May 2016. |
|  | Continue Implementation and training on CDF MIS |  | Training of 77 FAMS will be conducted by end of May 2016. And piloting in this constituencies thereafter. |
|  | Service delivery channels utilized to provide services |  | CICTO to prepare a report listing the service delivery channels by end of May 2016. |
|  | No of service delivery options for clients with disabilities |  | CICTO to prepare a report listing the no. of service delivery options for clients with disability. |
|  | Review and continue implementing the ICT Policy |  | CICTO to circulate the draft policy to HOD’s by 6th May 2016 |
|  |  |  |  |  |
| **NON – FINANCIAL** | **C** |  |  |  |
|  | **C1** | Implement activities and projects captured in the first year of the strategic plan as per the implementation matrix | Target is on going | * SMO to ensure the final strategic plan is completed and copies printed by end of May 2016 * SMO to prepare a report flagging out activities that were to be implemented in the first year and circulate them to HOD’S to get feedback on the implementation status. * SMO to take the lead in collection of all policies for onward forwarding to the CICTO for upload on the intranet and website. |
|  | **C2** | keep and update the register of the assets and property | * Staff trained on the operation of the asset register system. * The system installed in a designated computer by the consultant. | * CICTO & AO to talk to consultant on procurement of a Barcode reader, Supply of the Barcodes to ensure availability in the future and Training on the tagging process using the Barcode Reader and how to read the tags. * Accounts department to share with users the tagging manual to help interpret the codes on the tags. |
|  | Implement maintenance schedule for Equipment and Buildings and cascade to the regional offices bi-annually | Target is ongoing. | * PO to ensure Fumigation, cleaning and Computer preventive maintenance are carried out in the next two weeks. * AO and CICTO shall develop maintenance schedules and share them with the CEO for signing and approval. * The schedules will then be shared with the regional coordinators. * AO and CITO to partner with the SMO to ensure the RC’S are sensitized on the Schedules. |
|  | Repair all damaged/broken assets, equipment and tools to usable condition including those at the regional offices quarterly | Repairs have been done. | Kevin to provide the PC Secretariat with requisition forms and payment vouchers on the repairs on assets. |
|  | Disposal of Idle Assets | PO communicated with other HOD’s to identify and share with him the assets that are for disposal within their departments and procurement disposed of them in accordance with the law by end of February 2016. | PO to ensure the communication of the items for disposal is cascaded to the Regional Coordinators as well by end of February 2016. |
|  | **C3** | Engage 30 Youth on internships | 28 interns engaged already | HR to ensure interns Name Tags and Casuals name tags are different colors to avoid confusion.  HR to ensure interns and Casuals are properly introduced within the organization. |
|  | **C4.1** | Sensitize youth, women and Persons with Disability groups |  | * PO to discuss with the CEO to intervene on how to partner with Uwezo, Youth and Women enterprise Funds so that he is able to create awareness with the special groups on the procurement opportunities available at CDF Board. * PO to share with the CEO letters sent to the umbrella groups requesting to partner with them on this sensitization. * PO to write an article for publication on the Website and NG-CDF Magazine. |
|  |  | submit to PPOA a summary of the procurements allocated to the target group | 1st ,2nd and 3rd quarter reports submitted to PPOA | PO to provide copies of the quarterly reports to PC Secretariat and to the CS. |
|  |  | Partner with the special groups to increase uptake of the award to youth, women and Persons with Disability groups |  | * PO to discuss with the CEO to intervene on how to partner with Uwezo, Youth and Women enterprise Funds so that he is able to create awareness with the special groups on the procurement opportunities available at CDF Board. * PO to share with the CEO letters sent to the umbrella groups requesting to partner with them on this sensitization. * Po should liaise with HRMO so that they can identify forums where he can create the awareness. * PO to work with the HR department so that they identify various forums and groups that he can use to conduct the awareness |
|  | **C4.2** | Issue 39M Tender awards to Women Youths and PWD'S | 17 Million issued so far | * PO will reach the target by 15th May 2016. |
|  | **C5** | Public participation through CDFC ward meetings | * All project proposals submitted by the Constituency Development Fund Committees where accompanied by a report of ward level consultative meetings for project identification | Done |
|  | Hold Interactive radio shows | * Three interactive shows held with the public in July 2015 on Inooro FM, Musyi FM and Mulmbe FM radio stations. * An interactive show done during the Road show in Voi in May 2016 | Done |
|  | Collect views through suggestions/feedback mechanisms | maintained an email address complaints@cdf.go.ke dedicated to receiving feedback and complaints from the public, The board has uploaded the complaints submission form in Swahili and English on the website | * Legal department to ensure that the complaints boxes on 5th and 3rd floor are lockable and have 3 padlocks with each set of key with the HR, Legal and CEO’S office. * Complaints Reports are currently being received through the CEO’s office due to the ongoing renovations as the Boxes have been removed. |
|  |  |  |  |  |
|  | **C6.1** | * Submit a copy of the procurement Plan to PPOA by 31st August in the prescribed format. -10%. | Procurement plan submitted to PPOA | * PO to provide the PC Secretariat with the copies of the procurement plan and the forwarding Letter. |
|  |  | * Submit quarterly procurement plan implementation reports to the authority in the format provided in PPOA website, [www.tenders.go.ke](http://www.tenders.go.ke) and monitor the compliance of 30% value of tenders -10%. | * 1st, 2nd and 3rd quarter reports submitted | * PO to provide the PC Secretariat with the copies of the quarterly reports. |
|  | **C6.2** | Remittance of statutory deductions | All remittances made within the seven months of reporting | Evidence of the submissions for the 11months to be availed to the PC Secretariat. |
|  | **C6.3** | **Disability Mainstreaming** |  |  |
|  |  | Progressive attainment of the 5% policy requirement that all recruited, promoted and appointed personnel are persons living with disability. Also ensuring at least 5% of the members of the public in elective and appointive positions are persons with disability | * Advertisements that the board does encourage that PWD’S apply. * Representation of PWD’s in the membership of CDFC’s, * Facilitation of training of the Disability mainstreaming committee members in Mombasa. | * HRMO to provide the advertisement used in recruitment of casuals to show proof of non discrimination. * HRMO to provide proof of recruitment of PWD during recruitment. |
|  |  | Sensitization workshop of staff on disability mainstreaming and provision of services to PWDs | * sensitization workshop of staff on disability mainstreaming and provision of services to PWDs held in December 2015 | Target is on course |
|  |  | Implement structures and systems that ensure persons with disabilities access information and services | * Structures funded by the board are usable by PWD’s by issuing guidelines to CDFC’S on the requirements for structures and | PO to ensure the purchase of the Braille embosser is completed. |
|  |  | Submit quarterly disability mainstreaming reports to the National Council for Persons with Disabilities | * the 1st , 2nd and 3rd Quarter disability mainstreaming reports to the National Council for Persons with Disabilities submitted | HRMO to provide copies of all reports and acknowledgment to the PC secretariat. |
|  | **C6.4** | **Gender Mainstreaming** |  |  |
|  |  | Implementation of gender policy to guide Gender Mainstreaming activities | Draft policy shared during staff meeting. | Target is on course |
|  |  | Comply with requirement of 30% (one third rule) gender representation policy | Appointment of members of staff at the board in various committees observing the 1/3 gender representation | On course |
|  |  | Ensure collection of sex disaggregated data to guide in planning and programming in the institution | HR collects sex disaggregated data of staff. | * All HOD’S should collect sex disaggregated data in all there training activities and share the data with HR. * SMO to ensure FAMS collect sex disaggregated data for example in issuing of bursary to guide in planning. |
|  |  | Implementing the workplace policy on gender based violence | * An email address [gbv@cdf.go.ke](mailto:gbv@cdf.go.ke) for reporting on Gender Based Violence created * Displaying of the policy on Gender Based Violence within the board Notice Boards**.** * Policy shared with staff during meeting in HQ | HRMO to ensure the policy is tabled before the board for approval |
|  |  | Sensitization workshop on gender mainstreaming for staff and CDF Committee members | * Facilitating the training of the members of the Gender mainstreaming committee in Mombasa. * Sensitization workshop on gender mainstreaming for staff and CDF Committee members held in December 2015. | Target Achieved |
|  |  | submit quarterly progress reports to the National Gender and Equality Commission on the level of gender mainstreaming | Submitted the 1st, 2nd and 3rd quarter progress reports to the National Gender and Equality Commission on the level of gender mainstreaming. | HRMO to provide copies of all reports and acknowledgment to the PC secretariat. |
|  | **C6.5** | **Environmental sustainability** |  |  |
|  | Comply with the Environmental Management and Coordination Act (EMCA) -10% | Done | Target is on course. |
|  | Submit Annual work plan based on the 2014/15 Audit Report | Report submitted | Target achieved |
|  | Establish and operationalize environmental sustainability committee |  | * SMO to appoint members to this committee and communicate in writing to the members through HR by end of May 2016. |
|  | Submit quarterly reports on the implementation of recommendations of the 2014/15 Audit Report by the 14th Day after the end of each quarter | 1st 2nd and 3rd quarter reports submitted | SMO to provide copies of all reports and acknowledgment to the PC secretariat. |
|  |  |  |  |  |
|  | **C7** | **Safety and Security Measures** |  |  |
|  | Review and implement the Safety Policy |  | * AO to share the policy with all HOD’S * AO to ensure the policy is discussed with the CEO. |
|  | Train two staff as safety champions |  | * AO and HRMO ensure the identified staff are trained. The selected champions should observe gender sensitivity. All staff should further be trained on safety by end of May. |
|  | Hold a workshop to sensitize staff on Disaster Preparedness |  | * SMO to provide report on the recent disaster Preparedness training for HQ Staff and Selected FAM’s from Nairobi. |
|  | Create awareness on Information Security Management System (ISMS) ISO: 27001 and train officers on the ISMS |  | * HRMO & AO to ensure Training on Information Security to be done by end of May 2016 |
|  | Ensure all guests sign the Visitors book to enhance security to counter the security threats currently being faced by the nation |  | Target is on course. |
|  | Train staff on administrative and records management functions |  | * AO and HRMO to ensure the training is done by end of May 2016. |
|  | Provide signage of fire exits, first aid kits and fire extinguishers on both 5th and 10th floor |  | * Target has been achieved. * AO to ensure signage is the new offices wing on 5th floor. |
| **D. OPERATIONS** | | | | |
|  | **D1.1** | **Education and Training Programs** |  |  |
|  |  | Disburse funds to constituencies for construction and equipping of schools | The Board has continued to disburse funds for financial year 2015/2016 to constituencies and so far 277 constituencies have received 60% of their allocation towards funding of construction and equipping of schools among other approved projects. | Target is on course. |
|  |  | Disburse funds for Bursary to the Constituencies |  | Target is on course. |
|  |  | Undertake trainings for youths in thirty (30) constituencies | * Undertook training of the youth in the 2nd quarter in Mombasa in the month of October 2015. | Target achieved |
|  | **D1.2** | **Environment Projects** |  |  |
|  |  | Implement the guidelines issued to CDFCs on waste management initiatives | * The Board has continued to implement the guidelines issued to CDFCs on waste management initiatives. | Target is on course |
|  |  | Hold four tree planting days | * Tree planting days held within selected constituencies in Homabay County planting 8500 seedlings and established nurseries according to the work plan. | Target is on course |
|  |  | Enforce implementation of guidelines issued to CDFCs on promotion of environmental awareness creation, conservation of river banks and environmental protection | * The Board enforced the implementation of guidelines issued to CDFCs on promotion of environmental awareness creation, conservation of river banks and environmental protection through ensuring Constituencies set aside two (2) percent of their annual CDF allocation on environmental related activities. | Target is on course |
|  |  | Implement climate change adaptation and mitigation initiatives such as energy saving | * The environmental projects being implemented by constituencies using the 2% include energy saving initiatives such as solar street lights. The Board participated in the commissioning of Biogas Project in Eldama Ravine. | SMO to provide sample PIS reports highlighting the compliance. |
|  | **D1.3** | **Youth and Sports Projects** |  |  |
|  |  | Disburse funds to constituencies for implementation of continue funding of youth empowerment center’s |  | Target is on course |
|  |  | Disburse funds for rehabilitation and construction of Youth Polytechnics in constituencies -35% |  | Target is on course |
|  |  | Promote funding of peace building initiatives in the constituencies through funding of sports and cultural activities |  | Target is on course. |
|  | **D1.4** | **Disbursement of funds to constituencies** |  |  |
|  |  | Disburse funds within 6 days upon receipt of funds from treasury and approval of requests for funds. | On approval of the requests from constituencies, the Board disbursed a total of Kshs. 24,000,000,000 within 6 days upon receipt of the funds | Target is on course |
|  | **D1.5** | **Monitoring and Evaluation** |  |  |
|  |  | Develop a monitoring and evaluation framework for CDF Board | A Draft Frame work has been developed | * SMO to ensure the draft is completed and further consult with the KSG on outsourcing the services to complete the framework. |
|  |  | Carry out sensitization of all Board members on participatory M&E. | Identification of trainers has been done.(ESAMI) | * SMO to secure a date for the training from Board members and organize the training preferably with ESAMI to tailor make the training program to suit the board needs and incorporate HOD’S. |
|  |  | Train staff on Monitoring and Evaluation |  | HRMO to provide proof of the trainings. |
|  |  | Carry out quarterly monitoring and evaluation visits | Carried out monitoring and evaluation visits in 13 constituencies namely Bondo, Buuri, Tharaka, Igembe Central, Kitui South, Kitui Central, Kajiado West, Manyatta, West Mugirango, Mbita, Sabatia, Belgut and Bomet Central, Keiyo South, Baringo North, Baringo South and Baringo Central. | * Target is on Course. * SMO to ensure all copies of the M & E reports are available. |
|  |  | Enforce submission of Project Implementation Status report to the board on quarterly basis | The Board has received project implementation status reports from NG-CDF Committees updated up to 30th March, 2016. | Target is on course. |
|  | **D1.6** | **Media Education and Public Awareness Forums** |  |  |
|  |  | Convene 4 quarterly Stakeholder forums and open days | Stakeholder Forums held in Malindi and Voi inviting stakeholders from all neighboring Constituencies | Two more forums to be conducted in June |
|  |  | Participate in 8 Regional ASK Shows or Exhibitions | Participated in 6 ASK shows | Target On Course |
|  |  | Conduct media training for key spokesperson at the Board |  | SMCC to secure date from the board on when this training can be done. |
|  |  | Train all Regional Coordinators on targeted communication tactics |  | SMCC to ensure the RC’S and HOD’S are trained before the board members.  Target to be achieved in the 4th quarter. |
|  |  | Conduct a Stakeholder perception and attitude survey |  | PO to ensure the survey is completed by end of May 2016. |
|  | **D1.7** | **Branding and communication of Vision 2030 flagship projects** |  |  |
|  |  | Ensure branding and communication of all vision 2030 flagship projects within the board’s mandate. | * The board has issued Policies and guidelines to CDFC’S on branding and communication of projects. * The board has developed a brand Manual | SMCC to prepare a guideline to be issued to Constituencies through FAMS on the branding by end of May 2016. |
|  | **D1.8** | **Quarterly reporting to vision 2030 delivery secretariat** |  |  |
|  |  | Submit quarterly reports to the vision 2030 delivery secretariat. |  | Target is on course |
|  | **D2.1** | **Review and approve project proposals** |  |  |
|  |  | Approve project proposals and provide advice on the viability of the projects in the proposal within 20 working days of receipt of the proposal. | In the 1st and 2nd quarter the board approved Project proposals for 281 Constituencies Development Fund Committees within 20 working days of receipt | Target is on course |
|  | **D2.2** | Audits in 110 Constituencies | Audits conducted in 67 constituencies so far. | * Target is on course and CIA has put mechanisms in place to ensure the 110 will be completed by June 2016 |
|  |  | Spot Checks in 55 Constituencies | 27 spot checks conducted | HRMO to ensure target is met and provide the reports to the PC secretariat. |
|  |  | Inspect Constituency books of accounts and conduct follow up on audit queries in at least 50 constituencies | Board has Inspected 50 constituencies books of accounts | Follow ups on audit queries are on-going and on course.  AO to provide the follow up reports. |
|  | **D2.3** | **Skills enhancement and sensitization for Constituency Development Fund Committee members.** |  |  |
|  |  | Conduct skills enhancement for 50 Constituency Development Fund Committees | * The Board conducted skills enhancement for 290 Constituency Development Fund Committee chairpersons and members in the second quarter. | The target is on going |
|  |  | Provide administrative support to the Uwezo Fund Constituency committees |  | Target achieved |
|  |  | Train CDF Committee members with disability on CDF management |  | * SMCC and SMO to review and finalize the training manual in line with the new act so that it can be translated to versions that are user friendly for PWD’s. |
|  |  | Conduct training of Fund Account Managers, District Accountants and Chairmen of CDFC’s in all constituencies on financial Reporting Requirements |  | Target achieved |
|  | **D2.4** | **Implement the Communication Strategy.** |  |  |
|  |  | Air at least two infomercials on CDF matters on Television and Radio |  | Target is ongoing |
|  |  | Review the Communication Strategy |  | Target is on going |
|  |  | Design and produce key memorabilia to offer top of mind awareness |  | Target achieved and on going |
|  |  | Brand all books of accounts and records |  | AO to liaise with the PO on how to go about procuring the books of accounts. |
|  |  | Produce Information Education Communication (IEC) Materials |  | Achieved |
|  |  | Produce and distribute 2 CDF magazines |  | * SMCC will distribute the first Magazine by end of May 2016. |
|  |  | Produce TV spots that can also be adopted for Radio and web |  | * SMCC to follow up with procurement on the consultancy. Target should be achieved by end of May 2016. |
|  |  | Produce Sectorial focus clips targeting CDF involvement in Security and Education projects |  | * SMCC to follow up with procurement on the consultancy. Target should be achieved by end of May 2016 |
|  |  | Develop photo Statements for Web and social media |  | * SMCC to follow up with procurement on the consultancy. Target should be achieved by May 2016 |
|  |  | Translate material into Braille and distribute them to the constituencies |  | * Target will be achieved in the 4th quarter upon procurement of the Braille embosser |
|  |  | Conduct monitoring of print and electronic media by keeping record of coverage | Monitoring of print media done and is filed and shared with board members and CEO. | * SMCC to prepare monthly reports and Circulate to all HOD’S |
|  |  | Conduct biannual monitoring of the service Charter using impromptu mystery shopper strategy |  | * SMCC to carry out a Mystery shopper survey with the service charter monitoring committee formed. |
|  |  | Participate in Two Road shows to create awareness |  | * Target achieved. |
|  | **D2.5** | **Cascade the Performance Contract to Constituency Development Fund Committees and Rank Constituencies Performance.** |  |  |
|  |  | Cascade the Performance Contract to all the 290 Constituency Development Fund Committees -60% |  | Target achieved |
|  |  | Rank the constituencies Performance |  | Target achieved |
|  | **D2.6** | **Undertake Risk Assessment and Mitigation** |  |  |
|  |  | Establish Risk register for all departments |  | Target achieved |
|  |  | Establish interventions on the identified risks |  | Target achieved |
|  |  | Carry out risk assessments in thirty constituencies |  | * CIA to organize to conduct the risk assessment by doing sampling of Constituencies, Invite the FAMs of those Constituencies and identify the likely risks. * CIA will prepare a constituency Risk assessment report thereafter. |
|  | **D3** | **Ease of Doing Business** |  |  |
|  |  | Re-engineer the process of retrieval and movement by labelling of documents at the registry to improve efficiency |  | * AO & PO to follow up with consultant on the Catalogue for the archiving of documents. |
|  |  | Implement IFMIS E-procurement system |  | * IFMIS E-procurement module implemented and in use. |
|  | **D4** | **Project Implementation** |  |  |
|  | **D4.1** | **Completion rate -100%** |  |  |
|  | **D4.2** | **Cost effective -100%** |  |  |
|  |  |  |  |  |
|  |  | Develop a Monitoring and Evaluation Framework | Draft Framework developed | * SMO to discuss with KSG on consultancy to finalize development of the framework by June 2016 |
|  |  | CDFMIS-Procurement Module |  | * IFMIS E-procure ment module implemented. |
|  |  | Customer satisfaction Baseline Survey | SMCC circulated draft report to HOD’s by end of the month and marking out issues that need improvement by each Department. | * SMCC to flag out recommendations from the report and circulate to HOD’S to ensure implementation. * SMCC to organize meeting with consultant to table final report to HOD’S |
|  |  | Strategic Plan |  | * SMO & Nduati to finalize the strategic plan by end of May 2016 and ensure copies are printed. |
|  |  | Perception and attitude survey |  | * SMCC and PO to ensure the survey is done End of May 2016. |
|  |  | Risk Assessment and Mitigation |  | * CIA to provide report of the board Risk assessment and Mitigations conducted at the board. * CIA to ensure the Risk assessment is carried out in the 30 constituencies by Mid June 2016. |