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**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND**

**Name of Constituency: Awendo**

**EVALUATION REPORT FOR 2015/16 FY NG-CDFC PERFORMANCE CONTRACT**

**Notes:**

1. **The evaluation of performance is based on the targets signed between NG-CDFC and the Board in November/December 2015 for 2015/16 financial year period;**
2. **The NG-CDFC is to evaluate themselves using the template attached herein and hence the self-evaluation report;**
3. **During evaluation, FAM and chairperson are supposed to submit a duly filled self-evaluation form and well labeled evidence;**
4. **The NG-CDFCs are required to provide as much evidence as possible, this forms the basis of allocating scores by the evaluating team;**
5. **The examples in the matrix below are for illustration purposes only. The evidences expected are not limited to the examples.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **KEY PERFORMANCE AREAS (KPAS) AND OBJECTIVES**
 | Achievement (put score against each target) | Evidence supporting the achievements  | Self evaluation scores  | Reason for any variance **(under or over achievement)** |
| 1. **FINANCIAL & STEWARDSHIP**
 |  EXAMPLE  | EXAMPLE  | EXAMPLE  |  |
| 1. **Utilization of Allocated Funds** (**100**%)
 |  |  |  **92%** |  |
| The CDF Committee targets to utilize 100% of the allocated funds on the programmed activities through:  |  |  |  |  |
| 1. Utilize 100% of the funds allocated in the FY (50%)
 | 1.Utilized 107 million of the allocated 120(49%) | Bank statement and cash book balance on absorption of funds |  47% |  |
| 1. Preparation and adherence to CDFC Work plans (25%).
 | Adhered 98% to work plan | Approved workplan signed by chairman & FAM .Work plan progress report |  25% |  |
| 1. Preparation and adherence to CDFC Procurement Plan (25%).
 | Achieved 80% of the procurement plan (20%)  | -Approved Procurement Plan and procurement implementationAdvert for tenders  | 20% |  |
| 1. **A – in – A**
 |  |  | **A.2 – 100%** |  |
| The CDF Committee intends to realize A – in – Aamounting toKshs 0.00 through: |  |  |  |  |
| 1. Sale of tender documents Kshs 70,000
 |  | Presence of MR and tender advert |  |  |
| 1. Lease of CDF offices Kshs 200,000
 |  | Not yet earmarked for leasing |  |  |
| 1. Disposal of idle/obsolete assets Kshs 50,000
 |  | NA |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **SERVICE DELIVERY**
 |  |  |  |  |
| **B1 Customer Satisfaction (100%):** |  |  |  **90%** |  |
| 1. Develop CDFC service charter (40%)
 |  | Service Charter developed | 40% |  |
| 1. Display service charter in strategic places (10%)
 |  | Presence at the reception desk | 10% |  |
| 1. Administer customer feedback forms (25%)
 |  | Customer feedback forms available | 15% |  |
| 1. Analyze the feedback forms and implement recommendations on a quarterly basis (25%)
 |  | Customer feedback forms availableMinutes availed of 30/6/16 | 25% |  |
|  |  |  |   |  |
| **B2 Service Delivery Improvements: (100%):** |  |  |  **70%** |  |
| 1. Install customer satisfaction boxes – suggestion, complaints, corruption (40%)
 | Box installed at the CDF office (40%) | Photograph of boxesAvailability of registerAvailability of minutes |  40% |  |
| 1. Use of corporate email communication system (30%)
 | Corporate mail used for official communication | Screen shot of the email |  30% |  |
| 1. Update the constituency web page (30%)
 | Not updated | No evidence |  0% |  |
|  |  |  |   |  |
| **B3. Resolution of Public Complaints: (100%):** |  |  |  **75%** |  |
| The CDF Committee will undertake the following activities towards the resolution of public complaints:  |  |  |  |  |
| 1. Create awareness on the existence of a complaints handling mechanisms in the constituency -25%
 | Awareness created at chief barazas | Photos taken during the barazaService charter availedAwareness during barazas’ photo |  15% |  |
| 1. Operationalize the complaints committee, establish complaints register, including the dates the complaint was received, when addressed and communicated. 25%
 | Complaints committee established, Complaints register kept | Appointment letters of committee membersComplaints register |  25% |  |
| 1. Acknowledge complaints received within 7 days – 15%
 | Acknowledgment done | Response letters, emails and sms’s |  0% |  |
| 1. Resolution of complaints within 30 working days - 15%
 | Complaints resolved within 30 days | Register has corrective action |  15% |  |
| 1. Submit quarterly progress reports on complaints 30 days after the end of the quarter - 20%
 | Quarterly reports admitted as required | Forwarding letter/ email  |  20% |  |
|  |  |  |  |  |
| 1. **NON – FINANCIAL**
 |  |  |  |  |
| **C1: Develop/Implement the Strategic Plan- 100%** |  |  |  **100%** |  |
| The CDF Committee will develop and implement the strategic plan and align the proposed projects with the Constituency Strategic Plan. - 100%. | Strategic plan developed | Copy of strategic plan |  100% |  |
|  |  |  |  |  |
| **C2: Asset Management – 100%** |  |  |  **75%** |  |
| The CDF Committee will undertake the following: |  |  |  |  |
| 1. Update asset register and forward reports to the Board bi-annually[[1]](#footnote-2)-20%
 | Asset register updated | Copy of updated asset register / forwarding letter |  15% |  |
| 1. Identify all the idle and obsolete assets and dispose them off 100% in accordance with the Public Procurement and Disposal Act, 2005- 40%
 | Asset identified | Presence of asset identity codeNo assets for disposal |  40% | No asset was earmarked for disposal |
| 1. Develop and implement maintenance schedule for Motor vehicles, Equipment and Building and forward to the Board-20%**.**
 | Maintenance shedule |  | 0% |  |
| 1. Carry out the following repairs -20%
 |  |  | 20% |  |
| * Motor vehicles.
 | Repairs and service done | Invoices, LSO, LPO  |  |  |
| * Buildings on need basis
 | Maintenance done | Under construction |  |  |
| * Furniture and fittings in case of breakdown
 | Maintenance done | New furniture |  |  |
| * Equipment in-case of breakdown
 |  |  |  |  |
|  |  |  |  |  |
| **C3: Youth Internships/Industrial Attachment/Apprenticeships:** |  |  | **100%** |  |
| * CDFC will engage 3 youth on industrial attachment
 | 3 students engaged so far | Copies of application letters and recommendation letters |  |  |
| **C4. Empowerment of Youth, Women and Persons with Disabilities**  |  |  |  |  |
| **C4.1 Uptake of 30% Value of Tender awarded** |  |  | **100%** |  |
|  |  |  |  |  |
| * CDFC will award 30% value of tenders amounting to Ksh 609,380 of the total procurement plan of Ksh 60,958 to the Youth, Women and Persons with disability, with 5% translating to Ksh 670,338 reserved for PWD’s.
 |  | The committee managed to award ksh. 22,946,965.02Tender advert availedPlan of special group | 100% |  |
|  |  |  |  |  |
| **C5: Compliance with Constitution – 100%**  |  |  |  **100%** |  |
| The CDF Committee will adhere to constitution requirement on public participation in the identification of projects at the constituency, equitable distribution of projects and accountability.  | Adherence confirmed | Ward meetings proceedings/ minutes in identifying projects |  100% |  |
|  |  |  |  |  |
| **C6: Compliance with Statutory Obligations - (100%):** |  |  |  **80%** |  |
| 1. **Remittances:**
 |  |  |  |  |
| The Committee intends to comply with and enforce 100% of all relevant government regulations which include remittance of: |  |  |  |  |
| 1. National Social Security Fund - 7%
 | Complied | Shedules to NSSF |  7% |  |
| 1. National Hospital Insurance Fund - 7%.
 | Complied | Shedules to NHIF |  7% |  |
| 1. HELB – 7%
 | Complied | No staff was a beneficiary |  7% |  |
| 1. Pay As You Earn (PAYE) - 9%.
 | Complied | Reconciliation statement |  9% |  |
|  |  |  |  |  |
| 1. **Disability mainstreaming**
 |  |  |  |  |
| 1. The CDFC will ensure progressive compliance with 5% requirement on persons with disability - 10%
 |  | Availability on constituency ramp, advert and CDFC member | 10% |  |
| 1. The CDFC will hold one sensitization workshop of all staffs and PMCs on disability mainstreaming and provision of services to PWDs -10%
 | Workshop conducted | Training literature |  10% |  |
| 1. The CDFC will implement structures and systems that ensure persons with disabilities access information and services -10%
 | Ramp created at the entrance of the CDF office | Photographs of the ramp | 10% |  |
| 1. The CDFC will submit quarterly disability mainstreaming reports to the Board 30 days after the end of the quarter. 10%
 | Reports submitted |  | 0% |  |
|  |  |  |  |  |
| 1. **Gender Mainstreaming**
 |  |  |  |  |
| 1. The CDFC will comply with the two thirds gender principle on appointments, promotions and training -5%
 | Complied | Appointment letters to sub committees | 5% |  |
| 1. The CDFC will compile sex disaggregated data to guide in planning and programming in the institution -5%
 | Complied | Disaggregated data | 5% |  |
| 1. Hold a sensitization session on gender mainstreaming for staff, PMCs and CDF Committee members -10%
 | Sensitization done | Gender mainstreaming documment | 10% |  |
| 1. The CDFC will submit quarterly progress reports to the Board on the level of gender mainstreaming 30 days after the end of the quarter -10%
 | Quarterly report done |  | 0% |  |
|  |  |  |  |  |
| **C7. Safety and Security Measures – 100%** |  |  |  **60%** |  |
| During the contract period the Committee shall carry out the following activities 100%:-  |  |  |  |  |
| 1. Hold one sensitization session for PMCs, Staff and the CDFC on Disaster Preparedness 20%
 | Disaster preparedness literature availed to members and staff to read | Disaster preparedness literature availed |  0% |  |
| 1. Sensitize staff on Information Security Management System -20%.
 | Sensitization done | Information security management system literature availed |  0% |  |
| 1. Carry out inspection of workplace safety measures in the CDFC Office and implement recommendations 30%.
 | Inspection doneRecommendations implemented | Report availed |  30% |  |
| 1. Comply with guidelines on management of motor vehicles issued by the Board -20%.
 | Complied | Signed Work TicketFire assembly pointFire exstinguishers |  20% |  |
| 1. Comply with the guidelines on construction/acquisition of CDFC offices- 10%.
 | Complied | Photograph of Awendo NG-CDF Office |  10% |  |
|  |  |  |  |  |
| 1. **OPERATIONS**
 |  |  |  |  |
|  |  |  |  |  |
| **D1. Vision 2030 priority projects/programmes** |  |  |  |  |
|  |  |  |  |  |
| **D1.1 Education and Training Programs- 100%** |  |  |  **100%** |  |
|  |  |  |  |  |
| 1. Allocate funds for construction and equipping of schools - 20%
 | Funds allocated | Photos of schools, proposal and codelist | 20% |  |
| 1. Develop criteria for award of bursaries – 20%
 | Centerior developed | Bursary application forms and minutes | 20% |  |
| 1. Disburse funds for Bursary to the needy students in learning institutions within the financial year - 20%
 | Disbursement done | Copies of payment vouchersMinutes availed | 20% |  |
| 1. Maintain records of 100% of the bursary funds issued to various institutions – 40%
 | Records maintained | Application forms/ register/ award lists and schedules |  40% |  |
|  |  |  |  |  |
| **D1.2 Compliance with the CDF Board guidelines – 100%** |  |  |  **100%** |  |
| The CDF Committee will comply with the following guidelines; |  |  |  |  |
| * + 1. Hold a minimum of 12 and maximum of 24 meetings including sub-committee meetings (20%)
 | Complied | Copies of CDFC minutes ( 22 minutes availed)  |  20% |  |
| * + 1. Allocation of adequate funds to projects to ensure timely completion (10%)
 | Complied | Project Implementation Status Report / Third schedule  |  10% |  |
| * + 1. Give priority to ongoing projects upon satisfaction by the PMC on the necessary conditions for disbursement (15%)
 | Complied | Project Implementation Status Report / Third schedule  |  15% |  |
| * + 1. Adherence to the approved allocations (10%)
 | Complied | Disbursement schedule, code list and PIS |  10% |  |
| * + 1. Adherence to board guidelines on involvement of PMC in project implementation (15%)
 | Complied | Minutes from PMC on payments, copies of BQ’s CDFC minutes f 27 May |  15% |  |
| * + 1. Adherence to board circular on involvement of technical officers (15%)
 | Complied | Certificates of payments by the Clerk of works , BQs and minutes dated 27/5/16 |  15% |  |
| * + 1. Adherence to circular on acquisition /construction of CDFC offices, classroom, dispensaries, health facilities, staff houses (15%)
 | Complied | BQs and photos |  15% |  |
| **D1.3 Environment Projects – 100%** |  |  |  **20%** |  |
| 1. CDFC will develop the environmental action plan, in collaboration with the stakeholders - 20%
 | -Copy of action plan-Minutes discussing action plan | Plan availed in the code list |  20% |  |
| 1. Implement the constituency environmental action plan - 40%.
 | Schedule of environmental activity |  |  0 % |  |
| 1. Prepare quarterly reports to the board jh30 days after the end of the quarter - 40%
 | Signed quarterly report |  |  0% |  |
| **D1.4 Youth and Sports Projects – 100%** |  |  |  **100%** |  |
| 1. Support at least one sports initiative in the constituency -50%
 | Schedule of sport activities | A photograph of constituency sports tournament, codelist, minutes 22/12/15 |  50% |  |
| 1. Support youth empowerment centers - 50%
 | Photos of youth empowermentSchedule of intervention | Availability of photos of ground brakingMinutes disbursing 5,000,000 to Siruti TTI dated 17/12/15 | 50% |  |
|  |  |  |  |  |
| **D1.5 Disbursement of Funds to PMCs and Ensure Absorption -100%** |  |  |  **100%** |  |
|  |  |  |  |  |
| 1. Disburse funds to PMCs within 30 working days upon receipt of funds and AIE – 50%
 | Copies of AIECopy of disbursement minutes | Copies of AIE dated 6/11/15Minutes availed dated 6/11/15Copies of bank statement | 50% |  |
| 1. Maintain and update project returns file from PMCs – 50%
 | Project files from PMC | Copy of BQs, PMC minutes, Certificate of payment | 50% |  |
|  |  |  |  |  |
| **D1.6 Monitoring and Evaluation of CDF Projects – 100%** |  |  |  **57.95%** |  |
|  |  |  |  |  |
| CDF Committee will undertake the following: |  |  |  |  |
| 1. Update and implement monitoring and evaluation checklist for the CDFC (15%).
 | Approved M & E checklist | Availability of approved check listM & E report |  15% |  |
| 1. Prepare and submit (4) quarterly PIS reports to the Board 15 days after the end of each quarter (40%)
 | Copy of forwarding letter, approved PIS | Copy of forwarding letter, approved PIS |  40% |  |
| 1. Carry out one monthly field visit to ascertain progress of projects implementation (15%).
 | Project photos, CDFC minutes, approved checklist and monthly field visit reports | Availability of CDFC minutes and project photosUpdated PIS (1 report availed) |  1.25% |  |
| 1. Discuss M&E reports in the CDFC meetings on a monthly basis (10%).
 | CDFC minutes discussing M&E | Minutes discussing projects (2 minutes availed) |  1.7% |  |
| 1. Prepare and submit quarterly Monitoring and Evaluation reports to the Board 30 days after the end of quarter (20%).
 | Monthly signed minutes of CDFC discussing M&E reportsFourth quarterly report duly signed  | Forwarding letter |  5% |  |
|  |  |  |  |  |
| **D1.7 Enforce Identification/Labeling of CDF Projects – 100%** |  |  |  **70%** |  |
|  |  |  |  |  |
| 1. The CDF committee will ensure 100% compliance in labeling/erection of signposts to ensure branding of CDF financed projects – 50%
 | Clear photographs of projects | Photographs of labeled projectsCopy of third schedule showing the financial year |  50% |  |
| 1. Display list of approved projects in public notice boards – 20%
 | Project list display on notice board | Project list of approved project proposal mounted on the notice board | 20% |  |
| 1. Display the list of bursary beneficiaries in public notice boards - 30%
 | List of bursary beneficiaries displayed | Photograph of list of beneficiaries on the notice board | 0% |  |
|  |  |  |  |  |
| **D2 CDF PRIORITY PROJECTS INDICATORS** |  |  |  |  |
|  |  |  |  |  |
| **D.2.1 Financial Reports – 100%** |  |  |  **67.5%** |  |
| The CDFC will prepare the following reports and deliberate on them before submission to the Board through the regional coordinators by the 15th of the ensuing month: |  |  |  |  |
|   |  |  |  |  |
| * + 1. Annual Financial Statements by 15th August – 30%
 | Prepared and submitted annual expenditure returnForwarding letterMinutes approving the financial statement | Availability of forwarding letter, Copy of financial statement and minutes |  30% |  |
| * + 1. Monthly expenditure returns by 10th of following month – 20%
 |  20% | Availability of forwarding letter, approved monthly return by DA and copy of monthly returns ( 12 monthly returns  |  20% |  |
| * + 1. Updated asset register, semi-annually – 10%
 | Asset register updated  | Copy of approved asset register |  7.5% |  |
| * + 1. Quarterly reports on CDF accounts held by the CDFC and PMCs by 10th of following month -10%
 | Quarterly report submitted returnForwarding letter of quarterly reportPMC monthly expenditure r | Copy of forwarding letter |  0% |  |
| * + 1. Quarterly reports on status of imprests - 20%
 | 0 | 0 |  0% |  |
| * + 1. Monthly bank reconciliation statements by 10th of following month – 10%
 | Monthly preparation of bank reconciliation prepared by DA 10% | A copy of bank reconciliation statement |  10% |  |
|  |  |  |  |  |
| **D2.2 Timely submission of projects proposals to the CDF Board**  |  |  |  **100%** |  |
| 1. Submission of projects proposals to the Board within the stipulated time after the official release of the allocation table. (70%)
 | Project proposal submitted within time | Proposal signed well on 29th July 2016 |  70% |  |
| 1. Correction of declined/conditionally approved projects within 15 days of written communication from the Board. (30%)
 | No condition | Availability of codelist No declined projects |  30% |  |
|  |  |  |  |  |
| **D2.3 Project Management Committee (PMC) operations** |  |  |  **90%** |  |
| The CDF Committee will undertake the following;  |  |  |  |  |
| * + 1. Overseeing the formation of PMCs for projects due for funding (60%.
 | Letters introducing PMC to the bankApproved minutes of PMC | Copy of introduction letterAvailability of minutes |  50% |  |
| * + 1. Progress report on the project implementation 40%.
 | Training report and photographs of the training sessions | Training report and photographs availed |  40% |  |
| **D2.4 Capacity Building of CDFC and PMC -100%** |  |  |  **90%** |  |
| The CDF Committee will undertake the following trainings during the contract period: |  |  |  |  |
| 1. Sensitize PMCs on the PMC manual developed by the Board (50%)
 |  | Program photos availed |  50% |  |
| 1. Sensitize CDFCs on the pertinent Acts (e.g. CDF Act, PFM Act, Public Procurement Act, EMCA, Anti-Corruption and Economic Crimes Act, etc) (50%)
 |  | Program photos availed | 40% |  |
| **D2.5 Implement the Communication Strategy -** 100% |  |  |  **80%** |  |
| CDFC shall undertake the following activities: |  |  |  |  |
| 1. Use branded books of accounts and records -15%
 | Copies of branded books of accounts | A photograph of cash book |  15% |  |
| 1. Develop and disseminate Information Education Communication (IEC) Materials - 15%
 |  | Photos and branded items |  15% |  |
| 1. Produce and distribute one CDFC magazine - 20%
 | Copies of magazine |  |  0% |  |
| 1. Organize public awareness barazas in at least three wards - 50%
 | Photos , attendance list and report | A photograph of presentation at a public baraza, attendance list and ward reports |  50% |  |
|  |  |  |  |  |
| **D2.6 Response to Audit Queries -100%** |  |  |  **65%** |  |
| The CDFC will ensure the following: |  |  |  |  |
| Respond to audit queries within 28 days of the receipt of the Audit management letter (50%) | Copies of KENAO letters and response | Audit report / Management letter dated 15/5/16Response letter dated 18/3/16 |  50% |  |
| Compile and table to the CDFC status report on the audit issues (30%) | Minutes discussing audit report | Report availed Report not tabled |  15% |  |
| Forward to the Board status report of the audit issues based on the annual budgetary allocation to the constituency (20%). | Forwarding letter |  |  0% |  |
|  |  |  | **100%** |  |
| **D2.7 Co-operation /support with other government agencies**  |  |  |  |  |
|  |  |  |  |  |
| The CDFC shall ensure attendance to four (4) Departmental meetings and provide support to other government agencies.  | Invitation letters from DCC | Availability of many invitation letters |  100% |  |
|  |  |  |  |  |
| **E. DYNAMIC/QUALITATIVE** |  |  |  |  |
| **Human Resource management and Development** |  |  |  |  |
|  |  |  |  |  |
| **E1. Employee capacity -100%** |  |  |  **0%** |  |
| 1. Conduct employees capacity needs assessment – 50%
 | Employees capacity needs report |  |  0% |  |
| 1. Implement feasible recommendations of the assessment- 50%
 | Employees capacity needs reportImplementation status report |  |  0% |  |
|  |  |  |  |  |
| **E2. Work Environment – 100%** |  |  |  **30%** |  |
| 1. Carry out an audit of utility services -40%
 | Audit report |  |  0% |  |
| 1. Ensure prompt settlement of utility bills -30%
 | Payment receipts | Bank statement, Payment wages to casual for cleaning services. |  30% | Being a new constituency most of the utilities belong to DCC |
| 1. Ensure adequacy of working tools and equipment -30%
 | Employee satisfaction survey report |  |  0% |  |
| **E3. Prevention of Alcohol and Drug Abuse - 100%** |  |  |  **70%** |  |
| The CDFC will undertake the following activities;- |  |  |  |  |
| 1. Conduct one sensitization session for the staff on Alcohol and Drug Abuse prevention -40%.
 | Attendance list, invitation letters and training report | Availability of attendance list, invitation letters and training report, training programme, forwarding letter |  40% |  |
| 1. Conduct one counseling session for staff members affected by Alcohol and Drug Abuse -20%.
 | Invitation letter and attendance register | Copy of invitation letter and training programme |  20% |  |
| 1. Submit quarterly Alcohol and Drug Abuse prevention implementation report to the Board 30 days after the end of the quarter -40%.
 | Forwarding letter to the board | Copy of forwarding letter to the board | 10% |  |
|  |  |  |  |  |
| **E4. Prevention of HIV/AIDS Infections - 100%** |  |  |  **70%** |  |
|  |  |  |  |  |
| The CDF Committee will undertake the following activities: |  |  |  |  |
| 1. Hold a sensitization workshop on HIV/AIDS - 40%
 | Invitation letters and attendance listTraining programme | Copies of Invitation letters and attendance listTraining programme |  40% |  |
| 1. Promote HIV/AIDS preventive measures - 20%
 | Condom dispenser | A photograph of condom dispenser |  20% |  |
| 1. Submit quarterly reports in accordance with the Framework to the Board - 40%
 | Invitation lettersAttendance register | One report |  10% |  |
|  |  |  |  |  |
| **F. CORRUPTION ERADICATION/GOVERNANCE** |  |  |  |  |
|  |  |  |  |  |
| **F1. Corruption Eradication - 100%** |  |  |  **60%** |  |
| During the contract period, the CDF committee will undertake the following activities towards corruption eradication:  |  |  |  |  |
| 1. Operationalize corruption prevention committee by March 2016 (30%)
 | Signed minutes of the meetingLetters appointing corruption committee | Copies of signed minutesPhotos |  0% |  |
| 1. Adhere to the provisions of Code Of Conduct and Ethics in line with the Leadership and Integrity Act (2012) and forward quarterly reports to the Board on actions taken on reports received concerning corruption related complains (20%)
 | Quartely report and forwarding letter to the boardTraining programme |  |  20% |  |
| 1. Conduct one integrity workshop of staff and CDFC to build capacity on corruption prevention (10%)
 | Attendance list and invitation lettersTraining programme | Availability of training programme |  0% |  |
| 1. Suspend public officer(s) suspected of corrupt practices (10%)
 |  | No corrupt officers to suspend |  10% |  |
| 1. Install a corruption reporting/suggestion box in CDFC offices (10%)
 | Suggestion box | Photograph of suggestion boxe |  10% |  |
|  |  |  |  |  |
| **G. NATIONAL COHESION AND NATIONAL VALUES**  |  |  |  |  |
|  |  |  |  |  |
| **G1. Implement measures to promote the realization of National Cohesion and National Values - 100%** |  |  | **100%** |  |
| The CDFC will uphold the following National Values and Principles: |  |  |  |  |
| 1. Patriotism, National Unity, Democracy and Participation of People (20%);
 | President’s photo at the FAM’s office | President’s photo at the FAM’s office |  20% |  |
| 1. Human Dignity, Equity, Human Rights, Non-discrimination and Protection of the Marginalized (20%);
 | Gender balance and disability has been considered during recruitment process‘ | Presence of appointment letters showing gender balance |  20% |  |
| 1. Good Governance (20%);
 | Enhance transparency and accountability | Photos of corruption free zone |  20% |  |
| 1. Sustainable Development (20%)
 | Training PMCs on project maintenance and sustainability development projects | Copies of training manuals |  20% |  |
| 1. Submit quarterly reports to the CDF Board on promotion of national values 30 days after the quarter end (20%)
 | Quarterly report and forwarding letters | Copies of forwarding letters |  20% |  |
|  |  |  |  |  |
| **G2. Implementation of the commitments made in the 2013 President’s Report on National values and Principles of Governance -100% by;** |  |  |  **100%** |  |
| * Enhancing inclusivity, equity, equality, non-discrimination and protection of the marginalized in project identification and implementation.
 | Composition of NG CDFC and CDF staff | Copies of NG CDFC selection minutes |  100% |  |

Constituency Name: Awendo

Constituency Code No 254

Self Evaluation report Prepared by;

Fund Account Manager Name: Janes Awiti Majengo Signature …………………………Date: 18th January 2017

Counter signed by NG-CDF Chair:

Name: Martin Ogolla Ondong’ Signature …………………………Date:18th January 2017

Evaluated by: 1. Irene Kimuri Sign……………………………… Date: 18th January 2017

* + - 1. Alfaxad Omwenga Sign…………………………………………Date: 18th January 2017
1. Board to develop a standard format [↑](#footnote-ref-2)