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**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND**

**Name of Constituency: Ugunja**

**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.**

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| --- | --- | --- | --- | --- |
| 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**%) |  |  | **90%** |  |
| 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%) | 50% | IPSAAS Financial Statement 2015/2016 | 40% | Not all funds were disburse within the financial year. |
| 1. Preparation and adherence to CDFC Work plans (25%). | 25% | CDFC Work Plan  Minutes Approving Work Plan | 25% |  |
| 1. Preparation and adherence to CDFC Procurement Plan (25%). | 25% | -CDFC Procurement Plan  -Minutes Approving Procurement plan | 25% |  |
| 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 0.00 | 0.00 | No tender document sold | 0.00 |  |
| 1. Lease of CDF offices Kshs 0.00 | 0.00 | No lease agreement entered in to | 0.00 |  |
| 1. Disposal of idle/obsolete assets Kshs 0.00 | 0.00 | No absolute asset sold | 0.00 |  |
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| 1. **SERVICE DELIVERY** |  |  |  |  |
| **B1 Customer Satisfaction (100%):** |  |  | **55%** |  |
| 1. Develop CDFC service charter (40%) | 40% | Service Charter | 20% |  |
| 1. Display service charter in strategic places (10%) | 10% | No photo display | 0% | Photograph of the sevice charter not displayed |
| 1. Administer customer feedback forms (25%) | 25% | Customer feedback forms  Register | 25% |  |
| 1. Analyze the feedback forms and implement recommendations on a quarterly basis (25%) | 25% | Register  Analysis Report | 10% |  |
|  |  |  |  |  |
| **B2 Service Delivery Improvements: (100%):** |  |  | **100%** |  |
| 1. Install customer satisfaction boxes – suggestion, complaints, corruption (40%) | 40% | Suggestion Box  Corruption box  Visitor/Complain Register | 40% |  |
| 1. Use of corporate email communication system (30%) | 30% | Photocopy of correspondents to and from NG-CDF board | 30% |  |
| 1. Update the constituency web page (30%) | 30% | Web page Updated  www.ugunjaconstituency.co.ke | 30% |  |
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| **B3. Resolution of Public Complaints: (100%):** |  |  | **65%** |  |
| 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% | 25% | Customer feedback forms  Service Charter  Photo of staff handling complain | 25% |  |
| 1. Operationalize the complaints committee, establish complaints register, including the dates the complaint was received, when addressed and communicated. 25% | 25% | Complain register  Photo of staff handling complain | 15% |  |
| 1. Acknowledge complaints received within 7 days – 15% | 15% | Correspondence to Board on complain | 15% |  |
| 1. Resolution of complaints within 30 working days - 15% | 15% | Correspondence to Board on complain | 15% |  |
| 1. Submit quarterly progress reports on complaints 30 days after the end of the quarter - 20% | 20% | Correspondence to Board | 5% |  |
|  |  |  |  |  |
| 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%. | 100% | Copy of strategic plan | 100% |  |
|  |  |  |  |  |
| **C2: Asset Management – 100%** |  |  | **90%** |  |
| The CDF Committee will undertake the following: |  |  |  |  |
| 1. Update asset register and forward reports to the Board bi-annually[[1]](#footnote-2)-20% | 20% | Copy of updated asset register  IPSAAs | 20% |  |
| 1. Identify all the idle and obsolete assets and dispose them off 100% in accordance with the Public Procurement and Disposal Act, 2005- 40% | 40% | None | 40% | No asset aseet was earmarked for disposal |
| 1. Develop and implement maintenance schedule for Motor vehicles, Equipment and Building and forward to the Board-20%**.** | 20% | Schedule of motor vehicle repair | 20% |  |
| 1. Carry out the following repairs -20% |  |  |  |  |
| * Motor vehicles. |  | LSO for vehicle |  |  |
| * Buildings on need basis |  | New office |  |  |
| * Furniture and fittings in case of breakdown |  | New furniture |  |  |
| * Equipment in-case of breakdown |  | No equipment |  |  |
|  |  |  |  |  |
| **C3: Youth Internships/Industrial Attachment/Apprenticeships:** |  |  |  |  |
| * CDFC will engage 3 youth on industrial attachment | 3 | Copies of application letters  Referral letters by Campus | 3 |  |
| **C4. Empowerment of Youth, Women and Persons with Disabilities** |  |  |  |  |
| **C4.1 Uptake of 30% Value of Tender awarded** |  |  |  |  |
|  |  |  |  |  |
| * 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. | 670,338 | Tender through PMc  Letter by Clerks of works  Letter of offer | 19,193,961.82 |  |
|  |  |  |  |  |
| **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. | 100% | Phograph of public participation  Ward report | 100% |  |
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| **C6: Compliance with Statutory Obligations - (100%):** |  |  | **87%** |  |
| 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% | 7% | Shedules to NSSF | 7% |  |
| 1. National Hospital Insurance Fund - 7%. | 7% | Shedules to NHIF | 7% |  |
| 1. HELB – 7% | 7% | No staff was abeneficiary | 7% |  |
| 1. Pay As You Earn (PAYE) - 9%. | 9% | Shedules ti KRA | 9% |  |
|  |  |  |  |  |
| 1. **Disability mainstreaming** |  |  |  |  |
| 1. The CDFC will ensure progressive compliance with 5% requirement on persons with disability - 10% | 100% | Disability Training Report | 10% |  |
| 1. The CDFC will hold one sensitization workshop of all staffs and PMCs on disability mainstreaming and provision of services to PWDs -10% | !0% | Attendance register  Training Report |  |  |
| 1. The CDFC will implement structures and systems that ensure persons with disabilities access information and services -10% | 10% | Photographs of installed Rumps in the CDF office | 10% |  |
| 1. The CDFC will submit quarterly disability mainstreaming reports to the Board 30 days after the end of the quarter. 10% | 10% | Correspondence to the board | 0% |  |
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| 1. **Gender Mainstreaming** |  |  |  |  |
| 1. The CDFC will comply with the two thirds gender principle on appointments, promotions and training -5% | 10 | Appointment letters | 5% |  |
| 1. The CDFC will compile sex disaggregated data to guide in planning and programming in the institution -5% | 5% | Attached schedules of Sex disaggregated data | 5% |  |
| 1. Hold a sensitization session on gender mainstreaming for staff, PMCs and CDF Committee members -10% | 10% | Gender mainstreaming Report | 7% |  |
| 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% | 10% | Correspondence to the Board | 10% |  |
|  |  |  |  |  |
| **C7. Safety and Security Measures – 100%** |  |  | **74%** |  |
| 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% | 20% | Safety and Security measures Training Report | 10% |  |
| 1. Sensitize staff on Information Security Management System -20%. | 20% | Security management system report | 14% |  |
| 1. Carry out inspection of workplace safety measures in the CDFC Office and implement recommendations 30%. | 30% | Inspection report implementation | 20% |  |
| 1. Comply with guidelines on management of motor vehicles issued by the Board -20%. | 20% | Work Ticket  Photo of the vehicle | 20% |  |
| 1. Comply with the guidelines on construction/acquisition of CDFC offices- 10%. | 10% | Photograph of Ugunja NG-CDF Office | 10% |  |
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| 1. **OPERATIONS** |  |  |  |  |
|  |  |  |  |  |
| **D1. Vision 2030 priority projects/programmes** |  |  |  |  |
|  |  |  |  |  |
| **D1.1 Education and Training Programs- 100%** |  |  | **80%** |  |
|  |  |  |  |  |
| 1. Allocate funds for construction and equipping of schools - 20% | 20% | Project Implementation Status report | 20% |  |
| 1. Develop criteria for award of bursaries – 20% | 20% | Schedules on criteria of bursary award | 0% |  |
| 1. Disburse funds for Bursary to the needy students in learning institutions within the financial year - 20% | 20% | Schedules on bursary disbursement  30th April 2016 returns | 20% |  |
| 1. Maintain records of 100% of the bursary funds issued to various institutions – 40% | 40% | Returns with cheques disbursed  Photographs of list of beneficiaries | 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%) | 20% | Copies of CDFC minutes  PIS  code list | 20% |  |
| * + 1. Allocation of adequate funds to projects to ensure timely completion (10%) | 10% | BQs  Copy of Project Impementation Status Report | 10% |  |
| * + 1. Give priority to ongoing projects upon satisfaction by the PMC on the necessary conditions for disbursement (15%) | 15% | Proposal 2015/2016  Copy of completed projects in the P.I.S  Certificates of payment  Minutes and Cheques | 15% |  |
| * + 1. Adherence to the approved allocations (10%) | 10% | Project Implementation Copy certified | 10% |  |
| * + 1. Adherence to board guidelines on involvement of PMC in project implementation (15%) | 15% | PMC files  Minutes and Cheques | 15% |  |
| * + 1. Adherence to board circular on involvement of technical officers (15%) | 15% | Certificates of payments by the Clerk of works | 15% |  |
| * + 1. Adherence to circular on acquisition /construction of CDFC offices, classroom, dispensaries, health facilities, staff houses (15%) | 15% | BQs and Plans | 15% |  |
| **D1.3 Environment Projects – 100%** |  |  | **100%** |  |
| 1. CDFC will develop the environmental action plan, in collaboration with the stakeholders - 20% | 20% | Action plan captured in the strategic plan | 20% |  |
| 1. Implement the constituency environmental action plan - 40%. | 40% | Reports on implementation | 40 % |  |
| 1. Prepare quarterly reports to the board jh30 days after the end of the quarter - 40% | 40% | Correspondence to the board | 20% |  |
| **D1.4 Youth and Sports Projects – 100%** |  |  | **100%** |  |
| 1. Support at least one sports initiative in the constituency -50% | 50% | A photograph of constituency sports tournament | 50% |  |
| 1. Support youth empowerment centers - 50% | 50% | Proposal showing award for 6 computers for ICT to primary schools | 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% | 50% | Copies of bank statements with dates | 50% |  |
| 1. Maintain and update project returns file from PMCs – 50% | 50% | Copies of PMC Project files | 50% |  |
|  |  |  |  |  |
| **D1.6 Monitoring and Evaluation of CDF Projects – 100%** |  |  | **80%** |  |
|  |  |  |  |  |
| CDF Committee will undertake the following: |  |  |  |  |
| 1. Update and implement monitoring and evaluation checklist for the CDFC (15%). | 15% | Monitoring and Evaluation check list | 15% |  |
| 1. Prepare and submit (4) quarterly PIS reports to the Board 15 days after the end of each quarter (40%) | 40% | Correspondence to the Board | 40% |  |
| 1. Carry out one monthly field visit to ascertain progress of projects implementation (15%). | 15% | Monitoring and Evaluation reports | 15% |  |
| 1. Discuss M&E reports in the CDFC meetings on a monthly basis (10%). | 10% | Minutes discussing projects | 5% |  |
| 1. Prepare and submit quarterly Monitoring and Evaluation reports to the Board 30 days after the end of quarter (20%). | 20% | Correspondence to the board | 10% |  |
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| **D1.7 Enforce Identification/Labeling of CDF Projects – 100%** |  |  | **100%** |  |
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| 1. The CDF committee will ensure 100% compliance in labeling/erection of signposts to ensure branding of CDF financed projects – 50% | 50% | Photographs of labeled projects | 50% |  |
| 1. Display list of approved projects in public notice boards – 20% | 20% | Photographs pf approved project proposal on the notice board | 20% |  |
| 1. Display the list of bursary beneficiaries in public notice boards - 30% | 30% | Photograph of list of beneficiaries on the notice board | 30% |  |
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| **D2 CDF PRIORITY PROJECTS INDICATORS** |  |  |  |  |
|  |  |  |  |  |
| **D.2.1 Financial Reports – 100%** |  |  | **100%** |  |
| 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% | 30% | IPSAAS Framework financial report | 30% |  |
| * + 1. Monthly expenditure returns by 10th of following month – 20% | 20% | Monthly expenditure returns | 20% |  |
| * + 1. Updated asset register, semi-annually – 10% | 10% | Updated asset register | 10% |  |
| * + 1. Quarterly reports on CDF accounts held by the CDFC and PMCs by 10th of following month -10% | 10% | PMC bank statement  Reports on returns | 10% |  |
| * + 1. Quarterly reports on status of imprests - 20% | 20% | Imprest Register  Monthly Returns | 20% |  |
| * + 1. Monthly bank reconciliation statements by 10th of following month – 10% | 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%) | 70% | Proposal for 2016/2017 financial year | 70% |  |
| 1. Correction of declined/conditionally approved projects within 15 days of written communication from the Board. (30%) | 30% | A copy of resubmission report to the board | 30% |  |
|  |  |  |  |  |
| **D2.3 Project Management Committee (PMC) operations** |  |  | **100%** |  |
| The CDF Committee will undertake the following; |  |  |  |  |
| * + 1. Overseeing the formation of PMCs for projects due for funding (60%. | 60% | Correspondence to the PMCs on formation | 60% |  |
| * + 1. Progress report on the project implementation 40%. | 40% | Project Imlementation Status report  Fowarding letters and E-mails | 40% |  |
| **D2.4 Capacity Building of CDFC and PMC -100%** |  |  | **100%** |  |
| The CDF Committee will undertake the following trainings during the contract period: |  |  |  |  |
| 1. Sensitize PMCs on the PMC manual developed by the Board (50%) | 50% | PMCs and CDFCs capacity building reports | 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%) | 50% | Training Reports | 50% |  |
| **D2.5 Implement the Communication Strategy -** 100% |  |  | **95%** |  |
| CDFC shall undertake the following activities: |  |  |  |  |
| 1. Use branded books of accounts and records -15% | 15% | A photograph of branded books | 15% |  |
| 1. Develop and disseminate Information Education Communication (IEC) Materials - 15% | 15% | A photograph of Information Education Communication Materials and Service chatter | 10% |  |
| 1. Produce and distribute one CDFC magazine - 20% | 20% | Copy of CDFC magazine | 20% |  |
| 1. Organize public awareness barazas in at least three wards - 50% | 50% | A photograph of presentation at a public baraza. | 50% |  |
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| **D2.6 Response to Audit Queries -100%** |  |  | **100%** |  |
| The CDFC will ensure the following: |  |  |  |  |
| Respond to audit queries within 28 days of the receipt of the Audit management letter (50%) | 50% | An audit query response and forwarding letter to the board | 50% |  |
| Compile and table to the CDFC status report on the audit issues (30%) | 30% | CDFC minutes | 30% |  |
| Forward to the Board status report of the audit issues based on the annual budgetary allocation to the constituency (20%). | 20% | Correspondence to the board on audit issues | 20% |  |
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| **D2.7 Co-operation /support with other government agencies** |  |  |  |  |
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| The CDFC shall ensure attendance to four (4) Departmental meetings and provide support to other government agencies. | 4 | Invitation letters to attend meetings | 2 | Only two meetings were convened by the DCC |
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| **E. DYNAMIC/QUALITATIVE** |  |  |  |  |
| **Human Resource management and Development** |  |  |  |  |
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| **E1. Employee capacity -100%** |  |  | **100%** |  |
| 1. Conduct employees capacity needs assessment – 50% | 50% | Reports on employee’s capacity needs | 50% |  |
| 1. Implement feasible recommendations of the assessment- 50% | 50% | ICT Training | 50% |  |
|  |  |  |  |  |
| **E2. Work Environment – 100%** |  |  | **100%** |  |
| 1. Carry out an audit of utility services -40% | 40% | Report on Employee survey | 40% |  |
| 1. Ensure prompt settlement of utility bills -30% | 30% | None | 30% | Being a new constituency, the office has not been connected with water and electricity |
| 1. Ensure adequacy of working tools and equipment -30% | 30% | Photograph of employee performing duties with enough equipment | 30% |  |
| **E3. Prevention of Alcohol and Drug Abuse - 100%** |  |  | **60%** |  |
| The CDFC will undertake the following activities;- |  |  |  |  |
| 1. Conduct one sensitization session for the staff on Alcohol and Drug Abuse prevention -40%. | 40% | Report on alcohol and drug abuse | 20% |  |
| 1. Conduct one counseling session for staff members affected by Alcohol and Drug Abuse -20%. | 20% | Photograph of an officer being counceled | 20% |  |
| 1. Submit quarterly Alcohol and Drug Abuse prevention implementation report to the Board 30 days after the end of the quarter -40%. | 40% | Correspondence to the board | 20% |  |
|  |  |  |  |  |
| **E4. Prevention of HIV/AIDS Infections - 100%** |  |  | **70%** |  |
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| The CDF Committee will undertake the following activities: |  |  |  |  |
| 1. Hold a sensitization workshop on HIV/AIDS - 40% | 40% | H.I.V/AIDS Training reports | 20% |  |
| 1. Promote HIV/AIDS preventive measures - 20% | 20% | HIV/AIDS Training report  Aphotograph of condom dispeners | 20% |  |
| 1. Submit quarterly reports in accordance with the Framework to the Board - 40% | 40% | Correspondence to the board | 10% |  |
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| **F. CORRUPTION ERADICATION/GOVERNANCE** |  |  |  |  |
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| **F1. Corruption Eradication - 100%** |  |  | **65%** |  |
| During the contract period, the CDF committee will undertake the following activities towards corruption eradication: |  |  |  |  |
| 1. Operationalize corruption prevention committee by March 2016 (30%) | 30% | Letter of appointment to the corruption committee | 15% |  |
| 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%) | 20% | Report on corruption eradication | 0% |  |
| 1. Conduct one integrity workshop of staff and CDFC to build capacity on corruption prevention (10%) | 10% | Photographs of Anti Corruption and Sugestion boxes | 10% |  |
| 1. Suspend public officer(s) suspected of corrupt practices (10%) | 10% | None | 10% | No person was suspended as a result of corruoption |
| 1. Install a corruption reporting/suggestion box in CDFC offices (10%) | 10% | Photograph of Installed corruption and suggestion boxes | 10% |  |
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| **G. NATIONAL COHESION AND NATIONAL VALUES** |  |  |  |  |
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| **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%); | 20% | Ward reports | 20% |  |
| 1. Human Dignity, Equity, Human Rights, Non-discrimination and Protection of the Marginalized (20%); | 20%  ‘ | Award of Tenders and provision of equipment to assist people with disability | 20% |  |
| 1. Good Governance (20%); | 20% | A picture of an employee working in the CDF offices | 20% |  |
| 1. Sustainable Development (20%) | 20% | Project Implementation Status Report on Projects | 20% |  |
| 1. Submit quarterly reports to the CDF Board on promotion of national values 30 days after the quarter end (20%) | 20% | Correspondence to the board | 0% |  |
|  |  |  |  |  |
| **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. | 100% | Ward Reports  Phptographs of ward meetings  Rumps in CDFC offices | 100% |  |

Constituency Name: Ugunja

Constituency Code No 233

Self Evaluation report Prepared by;

Fund Account Manager Name: Boaz Omondi Odeyo Signature …………………………Date: 17th January 2017

Counter signed by NG-CDF Chair:

Name: Daniel Ouma Omondi Signature …………………………Date:17th January 2017

Evaluated by: 1. Michael Mwangi Sign……………………………… Date: 17th January 2017

* + - 1. Cynthia Ocharo Sign…………………………………………Date: 17th January 2017
      2. Caroline Momanyi Sign:………………………………………Date:17th January 2017

1. Board to develop a standard format [↑](#footnote-ref-2)