THE COUNCIL OF GOVERNORS

PROJECT TITLE: STRENGTHENING THE CAPACITY OF WOMEN AND YOUT LED COUNTIES FOR IMPROVED PUBLIC PARTICIPATION IN BUDGETING PROCESSES AND OVERSIGHT OF PUBLIC RESOURCES IN KENYA.

REPORT ON THE INCEPTION MEETING FOR PROJECT IMPELEMENTATION TEAM; GRANT NO. 130838

DATE: 5TH – 6TH NOVEMBER, 2018

VENUE: ENASHIPAI RESORT & SPA, NAIVASHA

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EXECUTIVE SUMMARY

The 2017 General Elections ushered the second generation of County Governments that should deepen the devolved functions and accruing benefits for women, men, boys and girls. Notably from the 2017 General Election, there is a 6.4 percent increase in the number of women elected for the position of governors; from zero in the 2013 elections to three.

The election of three women and one young person to the gubernatorial seat shows progress towards inclusion in decision making organs, through this is still below the constitutional threshold of not more than two third of the same gender. The Council acknowledges the election of the three women governors and a youthful governor for the first time in the history of the country and has decided to use this unique opportunity to showcase these two groups capability to lead as a way to combat the deeply embedded patriarchal socio-cultural values that impede women and young women's leader, raise levels of public awareness as well as challenge policies and norms obstruct their leadership. The Council will also use this opportunity to promote inclusion and meaningful participation of their constituencies in their governance.

The Council therefore proposed to pilot the project in Kirinyaga, Bomet and Kitui Counties that are women led and in Nandi County led by a young governor below the age of 35.

The support will facilitate effective coordination and ensure the select counties implement policies and laws that guarantee inclusion and meaningful participation of women and young people in budgeting processes to ensure public resources work for public good. The grant will ensure that there is conscious and deliberate effort in the involvement of women and youth in the budget process, resource allocation and distribution of opportunities as well as strengthen the capacity of the four leaders and the counties for the effective management of public resources.

Further, the programme will seek to play a complementary role in delivering the ultimate goal of devolution which is to facilitate equitable access to services in all places in Kenya, enhance public participation in their governance and bring resources closer to the people. The proposed project will run for a period of one year.

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INTRODUCTION

Opening Remarks by Mrs. Jacqueline Mogeni, C.E.O – Council of Governors

She explained that the empowerment and autonomy of women and the improvement of their political, social, economic and health status is a highly important end in itself. In addition, it is essential for the achievement of sustainable development. The full participation and partnership of both women and men is required in productive and reproductive life, including shared responsibilities for the care and nurturing of children and maintenance of the household. In Kenya, women are facing threats to their lives, health and well- being as a result of being overburdened with work and of their lack of power and influence.

She stressed that power relations indeed impede women's attainment of healthy and fulfilling lives operate at many levels of society, from the most personal to the highly public. Achieving change requires policy and programme actions that will improve women's access to leadership positions and economic resources, remove legal impediments to their participation in public life, and raise social awareness through effective programmes of education and mass communication. In addition, improving the status of women also enhances their decision-making capacity at all levels in all spheres of life, especially in the area of household and public financial management.

In conclusion, she said that the project implementation team must understand and appreciate gender principles and women empowerment, champion engagement of women, youth and PWDs in county budgeting processes and monitoring resource utilization and leverage and draw synergies with other gender youth and PWD programs.

She said that as they participate in the important workshop, it was her hope that the discussions and recommendations that emanate from this meeting will firm up will go a long way in strengthening capacity of youth and women led counties to better engage women and youth in the generation, distribution and management of public resources.

OBJECTIVES

- Common understanding of the project goals, objectives, activities, implementation plan.
- Understanding of the individual and collective roles of the project teams.

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- Develop executable county implementation work plans.

PRESENTATIONS

OVERVIEW OF THE PROJECT

Wanjiku Gitonga – Project Coordinator, Council of Governors

She explained that the long term goal of the project is to **s**trengthen the capacity of youth and women led counties to better engage women and youth in the generation, distribution and management of public resources.

The medium term outcomes of the project are as follows:

- Enhanced capacity of the four counties to develop annual development plans (ADP) and attendant documents.
- Enhanced capacity of the four counties in the management of public resources and responsive delivery of public services.
- Increased awareness of young people and women of the existing policy and legal frameworks that support their participation in county processes.
- Active and informed participation of young people and women in budgeting processes.
- Increased oversight in the management of public resources by women and young people.

The project activities are outlined below:

- Support the target four counties develop annual development plans (ADP) and attendant documents.
- Train 100 young, women and people with disability (PWD) in budget formulation.
- Train 100 youth, women and people with disability (PWD) in advocacy.
- Develop guidelines for gender and youth mainstreaming in budgeting processes.
- Support inter county exchange for the leaders and as well as for women and youth.
- Conduct periodic assessments on the level of resource allocation to women and youth.
- Conduct training for 100 county officials on existing legal and policy framework for inclusion of women and young people, prudent public resource use and responsive service delivery.

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- Train 100 young men and women in fiscal management and in Gender and Youth responsive budgeting.
- Train 100 women and youth on how to track resource utilization.
- Support Internship and mentorship programmes for 80 youth in governance.
- Train 30 members of the COG staff in gender responsive budgeting, performance management and gender equality and women empowerment programming.
- Conduct quarterly social audits of county expenditures.
- Learning exchange programs for the four governors and the program management team.

Below are the indicators of the project activities:

- Increased responsiveness to gender concerns in the annual development plans (ADP) and attendant documents.
- Enhanced capacity and participation of youth, women and people with disability (PWD) in budget formulation.
- Increased participation of youth, women and people with disability (PWD) in budget formulation.
- Enhanced capacity of youth, women and people with disability (PWD) in advocacy for inclusion and fiscal accountability.
- Increased ability of youth, women and people with disability (PWD) to interrogate existing county plans and programmes.
- Enhanced inter county collaboration between youth, women and PWDs.
- Enhanced understanding of the level and impact of allocation of locally generated resources for women and youth economic empowerment
- Increased awareness amongst the youth and women on the available policy and legal frameworks that support their participation in county development processes.
- Enhanced capacity amongst the youth and women on fiscal management and in Gender and Youth responsive budgeting.
- Increased number of youth engaged in entrepreneurial activities.
- CoG staff are embracing gender responsive budgeting and gender equality in their activities and operations.

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- Better understanding of the performance of county expenditures and utilization of public resources for public good.
- Enhanced awareness amongst the governors and the project implementation team on global best practices on governance.
- Enhanced awareness amongst the youth, women and PWDs on the 30% rule on access to procurement opportunities

Structure of the Project

The project implementation team at the Council of Governors includes: a gender officer, finance officer, citizen engagement expert and a knowledge management officer.

The overall coordinator of the Project is the Project coordinator and their role is as follows:

- Provide an oversight role and participate in the development of the work plan.
- Oversee the overall planning, implementation and follow up of project activities and operations of the project.
- Provide reporting updates on project progress issues and successes to ensure appropriate engagement of cog committee.
- Delivering specific activities as set out in the project documents.
- Coordinate the county teams on monthly and quarterly narrative and financial reporting.

The duties and responsibilities of the Project Accountant is as follows:

- Receive and check that all incoming invoices and payments are in accordance with the relevant contracts.
- Prepare for payment of all invoices and other costs related to the program activities.
- Prepare costs for registration in the cog systems, in accordance with the applicable accounting standards.
- Prepare financial reports and statements on a monthly and 6 monthly basis and collect bank statements on a monthly basis.

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- Prepare purchase requisition for services being outsourced.
- Follow up with individual counties and guide them on financial expenditure.
- Provide administrative support to ensure that project operations are maintained in an effective, up to date and accurate manner.

County Project Coordinator:

- The county project coordinator will work closely with the COG project coordinator to oversee planning and implementation of project activities.
- Serve as the coordinator between the county procurement officer and finance officer, and key project stakeholders.
- Ensure the timely submission of all deliverables to the COG project coordinator, including narrative and financial reports and list of participants.
- Collect and share successes and lessons learned with the Council of Governors.
- To maintain close relations with key stakeholders and establish effective linkages with like-minded NGOs/ CBOs and government departments.

The main role of the finance and procurement officers will be to provide support and advice to the project coordinator at the county level concerning procurement of consultants and conferencing facilities, and on the submission of relevant financial documents to the Council of Governors

ROLE OF THE COUNCIL OF GOVERNORS IN ACHIEVING SUSTAINABLE DEVELOPMENT GOAL 5 ON GENDER EQUALITY.

Paul Kuria – Senior Programme Officer, Gender Unit

He described the term gender is a socially constructed definition of women and men. It is not the same as sex (biological characteristics of women and men) and it is not the same as women. Gender is determined by the conception of tasks, functions and roles attributed to women and men in society and in public and private life.

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He explained that gender mainstreaming is a strategy towards realizing gender equality and involves the integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies, regulatory measures and spending programs, with a view to promoting equality between women and men, and combating discrimination.
Gender Mainstreaming prevent further overburdening of women, prevents reinforcement and perpetuating traditional roles, as well as influence men to change their attitudes and behaviors to support women and girls empowerment.

He explained that Kenya being a nation signatory to various international, regional and sub-regional instruments namely: the Universal Declaration of Human Rights, The Beijing Declaration and Platform for Action, The African Union Protocol to the African Charter on Human and Peoples Rights on the Rights of Women in Africa (Maputo Protocol) and the Solemn Declaration on Gender Equality in Africa, has to uphold these principles and pull up their socks to attain equitable gender representation in Parliament. Recognizing this, the Constitution of Kenya 2010, domesticates these commitments to safeguard human rights and fundamental freedoms and entrenches the concept in various articles.

He stressed that women truly are the backbone of any given society. Given that women already play such fundamental roles and in Kenya constitute a population of slightly over 50 per cent, it is of grave necessity that she be involved in achieving Vision 2030 goals, and more importantly actualizing national development. Over the years Kenya has made great strides towards promoting and increasing women's participation in national development across the economic, political and social sectors.

He expounded on Gender Responsive Budgeting (GRB) seeks to mainstream gender into budgetary process from planning to implementation, monitoring and evaluation. GRB has been increasingly used as an effective tool, both to hold government accountable to its commitment to gender equality and to achieve gender equality. The government of Kenya has embraced budget reforms, which includes the public's participation in the budget making process to allow transparency and negotiations. Public sector hearings of the budget national and county preparation are announced through the local media and in this way, women are availed the opportunity to make their contribution in the budget development process.

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The other positive development is the shift from line budgeting where the budget was based on line items to programme-budgeting providing for the financing of specific programmes/projects.

This shift has enabled the government to track budgetary allocations that target gender equality and women's empowerment. Resources are also being allocated and utilized based on sex-disaggregated data.

The Gender Agenda in the Council of Governors.

Sustainable Development Goal 5 is on achieving gender equality and empowering all women and girls and the main targets are: end all forms of discrimination against all women and girls everywhere and eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation.

The gender agenda in the COG is spearheaded by the gender youth education, sports culture and social services committee with the responsibility of ensuring county governments and council design, invest and implement robust gender equality and women empowerment programs. The Constitution 2010, the County Government Act among other enabling legislations requires the county governments to design and implement affirmative actions and programs for empowering women, PWDs and youth.

He shared a video on Gender Responsive Budgeting for the participants to watch. https://www.youtube.com/watch?v=mquOclPJYPs&feature=youtu.be

PUBLIC PARTICIPATION

Mukami Kibaara – Legal Officer

She explained that Public Participation/Consultation is a democratic process of engaging people in thinking, deciding, planning, and playing an active part in the development and operation of services that affect their lives. In exercising their powers and performing any of fourteen (14) functions, County Governments should ensure efficiency, effectiveness, inclusivity, and participation of the people in planning, budgeting, and; monitoring and evaluation of service delivery.

She read a quote by the judgement delivered by Justice Odunga on 17th April, 2014 with respect to a petition that had been instituted by citizens regarding the Kiambu Finance Act, 2013.

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"Public participation ought to be real and not illusory and ought not to be treated as a mere formality for the purposes of fulfilment of the Constitutional dictates. It is my view that it behoves the County Assemblies in enacting legislation to ensure that the spirit of public participation is attained both quantitatively and qualitatively. It is not just enough in my view to simply "tweet" messages as it were and leave it to those who care to scavenge for it. The Counties ought to do whatever is reasonable to ensure that as many of their constituents in particular and the Kenyans in general are aware of the intention to pass legislation and where the legislation in question involves such important aspects as payment of taxes and levies, the duty is even more onerous. I hold that it is the duty of the County government in such circumstances to exhort its constituents to participate in the process of the enactment of such legislation by making use of as many fora as possible such as churches, mosques, temples, public barazas, national and vernacular radio broadcasting stations and other avenues where the public are known to converge to disseminate information with respect to the intended action.

She explained that public participation includes the following:

- Timely access to information, data, documents and other information relevant or related to policy formulation, implementation and oversight.
- Providing approved and authenticated official documents to the public for discussion. Information going out to the public should be clear and ought not to have any ambiguity.
- Reasonable access to the process of formulating and implementing policies, laws, and regulations including the approval of development proposals, projects and budgets, the granting of permits and the establishment of specific performance standards.
- Protection and promotion of the interest and rights of minorities, marginalized groups and communities and their access to relevant information.
- Providing multiple opportunities for public participation.
- Legal standing of interested or affected persons, organization, and where pertinent, community to appeal from or, review decisions or redress grievances with particular emphasis on persons and traditionally marginalized communities, including women, youth, and disadvantaged communities.

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- Reasonable balance in the roles and obligations of county governance and non-state actors in decision making processes partnership, and to provide complementary authority and oversight.
- Recognition and promotion of the reciprocal roles of non-state actors' participation and governmental facilitation and oversight.

She highlighted the main aim of public participation is to encourage the public to have meaningful input into the decision-making process, citing that there are many benefits a county will accrue by involving the public: improved understanding of citizen's expectations, improved county understanding of day – to - day issues which affect the public's lives, improved quality of input by the citizen, greater ability to build community support for a project, improved county credibility within the community and improved quality of decision-making by the county as you are being responsive to their needs.

She underscored the role of each county official as stipulated by the law:

Governor: As per Section 30(3)(g) of the County Government Act, the Governor should promote and facilitate citizen participation in the development of policies, plans and service delivery in the county.

County Executive Committee (CEC): Section 46(2)(g) of the County Government Act provides that the County Executive committee should bear in mind the need for an all participatory decision making.

Sub-County Administrator: Under Section 50(3) (g) of the County Government Act, the Sub- county administrator is responsible for the coordination, management and supervision of the general administrative functions in the Sub-county including the facilitation and coordination of citizen participation in the development of policies, plans and service delivery.

Ward Administrator: Under Section 51(3)(g) of the County Government Act, the ward administrator is responsible for the coordination, management and supervision of the general administrative functions in the ward including the facilitation and coordination of citizen participation in the development of policies, plans and service delivery.

Village Administrator: Under Section 52(3)(a)(I) of the County Government Act, the village administrator is responsible for the coordination, management and supervision of the general administrative functions in the Sub-county including ensuring and coordinating the participation of the village unit in governance.

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County Assembly: Article 196 of the Constitution provides that the County Assembly should facilitate public participation and its involvement in its committees, the legislative and other business of the assembly.

County Executive Committee member for finance: Section 125 of the Public Finance Management Act provides the involvement of the public in the budget making process.

She emphasized that all members of the public either individually or in a self-organized form such as residents of a particular county, professional associations, community based organizations, rate payers of a particular city or municipality, any resident civic organization with an interest in the governance of a particular county, city or municipality, non-resident persons who by virtue of their temporary presence in a particular county, city or municipality make use of services or facilities provided by the county, city or municipality, cannot be barred from participating on any grounds such as age, race, color, gender or political affiliation.

AN OVERVIEW OF THE PUBLIC FINANCE MANAGEMENT ACT, 2012.

Victor Odanga – Finance Officer

He explained that the budget process in Kenya is an important part of government planning and decision-making. In itself, the budget making process in Kenya is a comprehensive process. It begins in August of the current financial year to December of the next financial year.

A financial year (or fiscal year, or sometimes a budget year) is the period that governments use for accounting and budget purposes and financial reporting. It varies between countries.

A full financial year in Kenya begins on 1st July of the current calendar year. It ends on 30th June of the coming year.

A financial quarter in the financial year in Kenya comprises of three months. Thus, there is the:

- First Quarter that begins from 1st July to 30th September;
- Second Quarter that begins from 1st October to 31st December;
- Third Quarter that begins on 1st January to 31st March; and
- Fourth Quarter that begins from 1st April to 30th June.

He said that the budget process in Kenya ideally should allows the public to present their views on the budget at various stages. The public presents their needs depending on the level of government.

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The overall purpose of the budget is to end poverty. The budget planning process in Kenya allows the national and county governments to prioritize the needs of the people. The process also allows them to align the needs of government policy.

The Constitution and the Public Finance Management Act (2012) acts as the guide for the budget process in Kenya. This process takes place at both the national government and the county governments.

STAGES OF THE BUDGET PROCESS IN KENYA

He explained that there are four major stages of the budget process in Kenya are as follows:

Formulation

The county governments are in charge of the formulation stage. Some of the processes that should take place at this stage include:

- Integrated development planning process which shall include both long-term and medium-term planning.
- Planning and determining financial and economic policies and priorities over the medium term;
- Preparing overall estimates in the form of the revenues and expenditures estimates in the form of the County Fiscal Strategy Paper for the county governments.
- Preparing the budget estimates.

The public should also participate in the formulation stage through public participation.

Approval

The 47 County Assemblies are in charge of the approval stage at the county level. At the approval stage, some of the key events that should take place are:

- County Assemblies adopting their respective County Fiscal Strategy Paper, as a basis for future deliberations.
- Amending and approving the budget estimates after the county Executive (specifically the Treasury) tables them before the County Assembly.
- Enacting the Appropriation Bill and any other Bills required to implement the budgetary proposals.

Implementation

The Executive at the county level is in charge of the implementation stage. At this stage, the Executive implements the budget proposals passed by the County Assemblies. It involves:

- Evaluating and accounting for, the county governments' budgeted revenues and expenditures.

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- Reviewing and reporting on those budgeted revenues and expenditures every three months.

Audit

This is usually the last stage of the budget process. At this stage, the Office of the Auditor General audits and reports on the accounts of the county governments. The audit report should confirm whether (or not) the county government spent public money lawfully and in an effective way. The reports should be tabled before the county assembly. Within three months after receiving an audit report, the county assembly should debate and consider the report and take appropriate action.

THE KEY DATES FOR THE BUDGET PROCESS IN KENYA

1ST QUARTER (1ST JULY TO 30TH SEPTEMBER)

August 30: This date marks the beginning of the budget process in Kenya. On this date, the County Treasury issue circulars to their respective departments. The circulars contain:

- The guidelines for the budget process for the coming financial year; and
- The procedures to follow to involve the public in the budget process (public participation).

The County Treasuries should also make the circulars available to the public.

September 1: On this day, the County Planning Departments should table the Annual Development Plans (ADPs) in their respective Assemblies. They should then make the ADPs public within seven days after tabling them before the Assembly.

September 1 to February 15: The County Treasuries should conduct sector hearings during this period. The sector hearings allow the public and other stakeholders to give their views at the sectoral level (e.g. security, health, agriculture, education, etc.). These views are necessary to enable the County Treasuries to prepare the County Fiscal Strategy Paper.

September 30: The County Treasuries should produce their respective Budget Review and Outlook Papers by this date.

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30th September: This is the deadline for the County Assembly to consider and approve the Finance Bill. The Bill is for the current financial year beginning on 1st July. The County Assembly should consider and approve the Bill with or without amendments.

2ND QUARTER (1ST OCTOBER-31ST DECEMBER)

October 21: The County Treasuries should also table the County Budget Review and Outlook Paper before their respective County Assemblies.

October 31: The deadline for County governments to publish their first quarter budget implementation reports. The reports cover the period from 1st July to 31st September of the current financial year. They should then make the reports public, usually through their respective websites.

October 31: This is the deadline for the Controller of Budget (CoB) to release the 1st quarter budget implementation reports. The reports are for the national government and the county governments respectively. The Office of CoB should then table these reports before the Senate and the National Assembly and make them public.

December 31: The Auditor General or the Kenya National Audit Office (KENAO) releases the audit reports. These reports are for both the national and the county governments for the previous financial year ending on 31st June.

3RD QUARTER (1ST JANUARY-30TH MARCH)

January 1: The Commission for Revenue Allocation (CRA) should submit its recommendations on the vertical sharing of national revenue to the National Treasury by this date. The vertical sharing is the division of the ordinary revenue that the national government raises nationally between the national and the county governments.

January 31: County governments should publish and publicize their 2nd quarter budget implementation reports. The reports cover the period from 1st October to 31st December of the current financial year.

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January 31: The deadline for the Controller of Budget to release the 2nd quarter budget implementation reports. The reports are for both the national and the county governments. The office of CoB should table the reports before and then make them public.

February 28: The County Treasuries should table their respective County Fiscal Strategy Paper (CFSP) before the County Assemblies by this date.

March 7: The deadline for the County Treasuries to publish and publicize their Fiscal Strategy Paper after tabling them before the County Assembly.

14 March: The County Assemblies should approve their respective County Fiscal Strategy Paper by this date.

March 15: This is the deadline for Parliament to consider the Division of Revenue and County Allocation of Revenue Bills and approve them with or without amendments.

4TH QUARTER (1ST APRIL TO 30TH JUNE)

30th April: Deadline for the Counties to publish their third-quarter budget implementation reports.

April 30: Deadline for the Controller of Budget to publish and publicize the 3rd quarter budget implementation reports. The reports are for both the national and the county governments.

30th April: Each County Treasury should submit the county budget proposal (or budget estimates) to the County Assembly on this date. Each County Assembly clerk shall prepare, and submit to the County Assembly, the budget estimates for the County Assembly. The clerk should submit a copy of the estimates to the County Executive Committee Member for Finance.

May 1 to June 30: Some of the activities that take place during this period have no specific timelines or deadlines.

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- The Budget Committees for the County governments will begin to conduct public hearings on the budget proposals/estimates.
- The County Executive Member for Finance should publicize the county budget estimates 'as soon as practicable' after they table them before the county assembly respectively.
- The the county assembly shall consider the county government budget estimates respectively. They shall then approve them, with or without amendments, in time for the Appropriation Bill and any other laws required to implement the budget (except the Finance Bill) and pass them by 30th June in each year.
- Not later than twenty-one days after the county assembly have approved the budget estimates, the County Treasury shall consolidate the estimates, publish, and publicize them respectively. (Approved Budget)
- Upon approval of the budget estimates by the County Assembly, the the County Executive Member for Finance shall prepare and submit an Appropriation Bill of the approved estimates to the County Assembly respectively.

May 15: The national government should publish its 3rd quarter budget implementation report.

June 30: This is the deadline for the County Assembly to pass their Appropriation Bills.

FINANCIAL MANAGEMENT

Joyce Chepkoech - Accountant

She explained that the financial modalities of the project will be direct payment, i.e. payment will be made straight to the actual payee (vendor/supplier) without sending it through an intermediary or a third party. The financial proposals are:

- Counties to procure goods and services, subject to a 'no objection letter', then forward documents to CoG for payment.
- The Council of Governos to procure goods and services on behalf of the County Government.

Preferred and agreed modality

She explained that the 'grant to no objection letter' is will come in play once the County Government is expected to procure items for the project in line with Public Procurement and Disposal Act (2015) and

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enter into a contract with successful bidder subject to "no objection" from the CoG after reviewing the procurement process.

She explained that the following original documents will be required to grant a 'no objection' letter:

- Approved purchase requisition by head of user department
- Specifications/TORs where applicable
- Request for quotations/request for proposal bidders(at least 3) – attach Tax Compliance, Certificate of incorporation
- Appointment letters of opening committee - appointed by accounting officer
- Duly signed opening minutes
- Appointments letters for evaluation committee – appointed by accounting officer
- Duly signed evaluation report.
- Professional opinion prepared and signed by the head of the procurement unit, and approved by the accounting officer.

She explained that the following original documents will be required to process payments to a vendor:

- Award notification letter.
- Local purchase order (LPO) /local supplies order dully approved/ contract dully signed by both parties
- Original stamped copy of supplier invoice.
- Reports, attendance list where applicable.
- Delivery note from supplier dully signed where applicable.
- Counter receipt voucher/goods receipt note dully signed.
- Letter of appointment for the inspection committee –appointed by accounting officer.
- Inspection and acceptance certificate signed by inspection committee.
- Completion certificate dully signed.
- Vendor form dully filled indicating the bank details for the vendor and certified by the vendors bank.

She explained that the county project coordinators need to meet complete the following requirements in order to receive their monthly top-up allowance:

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- A duly filled in time sheet.
- The monthly report.
- Duly completed vendor form by the coordinator and stamped and certified by the bank.

The mentor and mentees under the menotorship and internship programme will need to fill in the following documents:

- Recruitment report – approved by the county government.
- Monthly report
- Time sheet fully signed and approved by supervisor and stamped.
- Dully filled vendor form certified by the bank (done once).

The following documents will be required when procuring a conference facility:

- Approved purchase requisition by head of user department (Raised by project coordinator)
- Request for quotations (at least 3) – ensure attachment of mandatory requirements i.eTax compliance, registration certificate, certificate of incorporation & pin certificate)
- Appointment letters of opening committee – Appointed by accounting officer
- Duly signed opening minutes
- Appointments letters for evaluation committee – Appointed by accounting officer
- Duly signed evaluation report
- Professional opinion prepared and signed by the head of the procurement unit, and approved by the accounting officer Completion certificate dully signed
- Grant of no objection letter by COG
- Local service order dully signed – Indicate the grant no 130838
- Original copy of invoice dully stamped
- Attendance list / participants list – facilitate conferencing
- Check in cards in case of accommodation
- Vendor form dully filled indicating the bank details for the vendor and certified by the vendors bank
- Workshop report

The following documents till be required to requisition for goods and equipements:

- Approved purchase requisition by head of user department – Done by Project coordinator

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- Specifications (consult the ICT department)
- Request for quotations/tender documents from bidders(at least 3) – Attach certificate of incorporation, certificate of registration, tax compliance for each quote
- Appointment letters of opening committee –Appointed by accounting officer
- Duly signed opening minutes
- Appointments letters for evaluation committee – Appointed by accounting officer
- Duly signed evaluation report.
- Professional opinion done by head of procurement and approved by accounting officer
- Grant of no objection letter by COG
- Award notification letter
- Local purchase order dully approved - indicate the grant number 130838
- Original stamped copy of vendor invoice
- Delivery note from supplier dully signed
- Counter receipt voucher/goods receipt note dully signed
- Letter of appointment for the inspection committee
- Inspection and acceptance certificate signed by inspection committee
- Vendor form dully filled indicating the bank details for the vendor and certified by the vendors bank.

TIMELINES

She explained that a 'no objection letter' will be issued a maximum of one week upon receipt of procurement documents in original copy (with provision of all the required documents no objection is issued within a day). Payment to vendor –a maximum of two weeks upon receipt of payment documents in original copy. Project period is 1 year with the last two months (July & August 2019) being reporting period.

The quarterly reporting both financial and narrative will be done by the project coordinator

Quarterly status of actual expenditure verses budget – done by project coordinator in consultation with finance officer

CoG responsible for the annual reporting – Project Accountant

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PROCUREMENT MANAGEMENT

James Kamau – Procurement Officer

He explained that procurement is undertaken in the context of programs and projects and in order to support development goals. Procurement activities need to support deliverables and activities identified in the Project Document. Normally they are framed in annual work plans (AWPs) and specified in annual procurement plans.

Within a Project a combination of above procurement modalities can be applied per procurement categories depending on the identified risk and the level of complexity. For example as a result of the analysis it can be agreed that the implementing partner is fully responsible for managing certain procurement activities while another of high complexity and where the IP has a limited capacity will be managed by the sub-grantee.

Procurement by the County Government

It is the preferred procurement modality, subject that implementing partner procurement

rules and regulations do not contravene The Council of governors, and the county government has demonstrated capacity to manage the complexity of the procurement activities planned as part of the project implementation. The county government is responsible for the entire procurement process based on the procurement national legislation.

The county government will be responsible for signing the contract and for the contract management.

Basis for procurement activities:

The basis for any procurement activity, regardless of the procurement modality, are the

activities to be carried out by the County Government, as described in AWPs.

Reporting on procurement activities:

County Governments who receive funds for procurement will use their Procurement Plans to quarterly report on the status of procurement activities (procurement method, pre-qualification, solicitation, evaluation of offers, award, contract, contract completion certificate).

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Day 2: Presentation of County Specific Work Plans

BEST PRACTICES AND KNOWLEDGE MANAGEMENT; DOCUMENTING YOUR STORY.

Stephen Osingo – Manager, Maarifa Centre

He defined knowledge management as: the systematic process of creating, exploiting and sharing individual, corporate and team knowledge (tacit and explicit) utilising technology, culture, strategy and people in enhancing innovation, efficiency, completion times and organisational performance.

He explained that knowledge capture encapsulates identifying and locating knowledge and knowledge representation involves storing and validating knowledge. Knowledge sharing deals with the transfer of knowledge to the right people at the right time. Knowledge transfer is a transactional process involving the exchange of information between people. Information can be exchanged through media such as computers, word of mouth, writings, visuals and audio. The next step in the knowledge process is knowledge reuse.

This process involves adapting and applying knowledge gained for problem solving. Ideas could be reused and applied for innovative ends through developing such ideas fully and reconceptualising the problems they are meant to solve. In this way, there is a continual flow of knowledge in a cycle leading to use and reuse and in each scenario, the knowledge adapted and used emerges in a different and improved form.

He stressed that a development project is a project intended to increase a developing country's ability to produce in the future. Such projects are most commonly additions to the country's capital stock, but they may involve improvements in infrastructure, educational facilities, discovery or development of natural resources, capacity building, human development, and economic empowerment. Hence, knowledge reuse leads to its maintenance which relates to archiving and retiring for subsequent use. It also involves updating and refining it to keep abreast of developments in the area.

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He concluded by saying that the aim of knowledge management is to focus its processes on those goals of the project which are important for achieving objectives. If success criteria are not spelt out clearly, KM strategies cannot successfully be applied to leverage the project process. Moreover, for knowledge management to take root in an organisation, top management must be seen to support those knowledge management processes that would be beneficial to the project process.

DISCUSSANTS PERSPECTIVE

- Male engagement is crucial in the attainment of gender equality necessitates education and awareness raising about the positive effects gender equality. They need to understand that a focus on the role of men and boys in the achievement of gender equality will not only benefit women and girls as well as men and boys, but can contribute to the achievement of human rights, the promotion of democracy, poverty eradication and economic justice.

- It was noted that in the past, there has been a lack of flexibility or adaptation to engage and meet the needs of persons with disabilities in budgeting processes.

- Citizen engagement are highly context specific and sensitive to government and citizens' capacity and willingness to engage.

- Knowledge management processes should be embedded in the project process (cycle) and in this way, the project process would be knowledge intensive and knowledge focused.

- There is need to make room for feedback presented by the target group, to be seen beyond the project activities through innovative use of public spaces like churches, clinics, market places etc., but also through partnerships with ward administrators who can tell the story on platforms with wide and deep reach at the grassroots level.

WAY FORWARD

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- The county teams were encouraged to peruse through the COG website and familiarize themselves on the upcoming events on transformative leadership, in their respective counties as well as the regional economic blocs that their counties belong to.
- When planning events and activities, coordinators should consider accessibility and accommodations issues of the PWDs.
- The county teams were also urged to plug into GRB Committees and Budget Committees.
- The Project Coordinator to share with the County teams collated presentations, work plans, budgets, time sheets, vendor forms and reporting template.
- County Project Coordinators to submit their letters of nomination in soft and hard copies.
- County Project Coordinators to submit their activity schedules for Q1 & Q2.
- All County teams to engage their Communication Department to document success stories and best practices during trainings.
- All County teams to engage with their Social Departments to map out PWDs whom will benefit from the trainings.
- County Project Coordinators to make a point of attending Gender Round Table meetings convened by COG Gender Unit in collaboration with UN Women.

CLOSING REMARKS

Paul Kuria, Senior Programme Officer – Gender Unit

He express gratitude to all those who made the event a reality. He thanked the participants for actively in the inception meeting and making it a greater success as envisaged. He acknowledged their excellent presentations on work plans and active discussions, and said that the purpose of the meeting has been completely accomplished.

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PHOTO GALLERY

Project implementation team during the inception meeting

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