

# COUNTY GOVERNMENT OF NYERI



GROUD FLOOR  
TOWN HALL BUILDING  
P.O Box 1112 – 10200  
NYERI

## OFFICE OF THE CHIEF OFFICER FOR ECONOMIC PLANNING, BUDGETING, MONITORING AND EVALUATION

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REF: CGN/FEP/8/16 (36)

Date: 15<sup>th</sup> March, 2021

The Principal Secretary  
State Department of Devolution  
Ministry of Devolution and ASALs  
P.O. Box 30004-00100  
Nairobi

Attn: KDSP - Coordinator

### RE: NYERI COUNTY – CONFIRMATION OF RECEIPT OF LEVEL 1 FUNDS UNDER KENYA DEVOLUTION SUPPORT PROGRAMME

Please refer to your reference MDP/DD/FIN/44 dated 25<sup>th</sup> February, 2021 on the above subject;  
I wish to confirm that the County received Kshs. 45m under the programme, for capacity building.

We are yet to transfer this particular amount until we do a supplementary budget as the amount had not been factored in the current approved appropriation act for FY 2020/2021. We are in the process preparing the 2<sup>nd</sup> supplementary budget and once approved, the amount will be transferred to the Special Purpose Account held at the CBK.

The second quarter report was submitted on Monday the 1<sup>st</sup> of February, 2021 via email-  
[capacity.devolution@gmail.com](mailto:capacity.devolution@gmail.com). It was prepared as per the guidelines issued earlier

Attached is our capacity building plan for the next 6 months running from April to September, 2021 for your consideration. Thank you for the continued support in strengthening devolution.

Regards;

Francis M. Kirira  
Chief Officer/KDSP Focal Person

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF NYERI**

**KENYA DEVOLUTION SUPPORT PROGRAM**

**CAPACITY BUILDING PLAN FOR FINANCIAL YEAR, 2020/2021**

**March, 2021**

# Kenya Devolution Support Program

## County Government of Nyeri

### FY 2020/21 County Capacity Building Plan

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## Key Results Area 1: Public Financial Management (PFM)

Activity Number	Name of the CB Program <sup>1</sup>	ACPA MPC/PM Targeted	Specific Actions to be Carried Out <sup>2</sup>	Modality	Responsible County Department Officer	Time Line (start and end dates)		Budget		Provided / Funded by Development Partners or National Government <sup>6</sup> ? (state the department name)	Annual Milestone <sup>7</sup>		Means of verification
						Start Date	End Date	C and P Grant <sup>4</sup>	Other county revenue <sup>5</sup>		Description	Quantity	
<b>BUDGET</b>													
BUD 1	Training of 20 no. Officers on Planning, costing, Budgeting and compliance with statutory requirements.	1.1	Undertake 5 days training on budget making process. Compliance with PFM Act with technical support from The Treasury / consultant	structured learning.	Chief Officer Economic Planning, Budget, M&E	April 2021	Sep -2021	1,000,000	0	0	Number of officers trained on planning, budget cycle and compliance,	20	Training report Attendance list
<b>REVENUE ENHANCEMENT</b>													
REV1	Equipping the directorate with 3 desktops, 2 laptops for revenue monitoring. 4 printers and 2 TV screens for public information dissemination.	1.4	request for quotation Issue of tenders	equipment	Director revenue	March 2021	Sep-2021	1,000,000	0	0	3 desktops, 2 laptops, 4 printers and 2 TV screens procured	11	Delivery note Asset register
REV3	Nyeri Town Sub-County GIS business mapping	1.5	Hire a consultant	Technical assistance	Director Revenue	March 2021	Sep-2021	3,200,000	0	0	Nyeri Town GIS Business Mapping system	1	Nyeri Town GIS in place

**FINANCIAL REPORTING AND ACCOUNTING**

FR&A 1	Training of 35 officers County Executive and Assembly (Accountants finance and budget officers) on financial reporting, accounts receivables and cash management modules in IFMIS.	1.7	invite national treasury to offer technical assistance	technical assistance	Chief Officer Finance and Accounting	Mar 2021	Sept 2021	1,000,000	0	0	35 officers trained on financial reporting, AR and CM	35	Training reports
FR&A2	Equipping the directorate with 6 desktops, 5 laptops.	1.6	request for quotation Issue of tenders	equipment	Chief Officer Finance and Accounting	March 2021	Sep-2021	1,200,000	0	0	6 desktops, 9 laptops	11	Delivery note Asset register
FR&A3	Upgrading of assets management system	1.9	Hiring a consultant to upgrade the system	technical assistance	Chief Officer Finance and Accounting	March 2021	Sep-2021	900,000	0	0	Asset Management System Upgrade	1	Upgraded system
FR&A4	Training of 30 officers on assets management system	1.9	Hiring a consultant for training	Technical assistance	Chief Officer Finance and Accounting	March 2021	Sep-2021	730,000	0	0	Asset Management System training	30	Training Reports

**INTERNAL AUDIT**

IA 2	Enhancing Capacity to carry out internal audits	1.10	Equipping the Internal Audit Section Procurement of 6 desktop computers and 1 printer	Equipment	Chief Officer Finance and Accounting	Mar 21	Sept 21	1,000,000	0	0	Fully equipped Internal Audit Unit	7	Asset register
	Training of Internal Audit Staff on IFMIS	1.10	Training of Internal Audit Staff on IFMIS modules- E-procurement, Accounts receivable, accounts payable & Internet banking	Technical support from National Treasury and KSG	Chief Officer Finance and Accounting	Mar 21	Sept 21	500,000	0	0	Number of officers trained	8	Training Report
	Train on risk based audit methodology for internal audit officers both assembly and executive	1.10	Training on Enterprise Risk Management and follow-up on implementation of audit reports for the County officers (All CECs, Chief Officers, Directors & Internal Audit staff)	Technical support from Treasury /Short courses	Chief Officer Finance and Accounting	Mar 21	Sept 21	580,000	0	0	Number of officers trained	50	Training Report
	Develop the County risk management policy framework and county risk register	1.10	Develop the County risk management policy framework and a County risk register	Technical support	Chief Officer Finance and Accounting	Mar 21	Sept 21	1,000,000	0	0	County risk management policy framework and a County risk register	1	Risk policy Framework and Register

PROCUREMENT													
PRO1	Training of 40 County Executive and Assembly staff on the 25 E-procurement steps (Procurement officers, and departmental requestors)	1.15	Nominate officers to be trained Train officers on IFMIS End to End, contract workbench, creating blanket purchase orders, framework contracts	technical assistance (National treasury, PPRA, KISM)	Director Supply Chain	Mar 2021	Sept 2021	1,500,000	0	0	40 officers trained on e-procurement	40	Training report Attendance list
PRO2	Training of 24 procurement and accounting officers on project management	1.15	Train officers on projects implementation, management of contracts, and documentation of project documents(project files)	structured learning & technical assistance	Director Supply Chain	Mar 2021	Sept 2021	1,000,000	0	0	24 officers trained	24	Training report
PRO3	Procurement of 1 fireproof cabinet, 1 heavy duty printer and 4 laptops	1.15	request for quotation	equipment	Director Supply chain	Mar 2021	Sept 2021	1,100,000	0	0	1 fire proof cabinet, 1 heavy duty printer and 4 laptop procured	7	Asset register Delivery note
PRO4	Training of 12 supply chain officers on PPIP reporting and preparation of consultancy services	1.15	Nominate officers to be trained. Request for assistance from PPRA and National Treasury Training of officers on PPIP reporting	technical assistance	Director Supply Chain	Mar 2021	Sept 2021	900,000	0	0	Number of officers trained	12	Training report

## Key Results Area 2: Planning Monitoring and Evaluation

Activity Number	Name of the CB Program <sup>1</sup>	ACPA MPC/PM Targeted	Specific Actions to be Carried Out <sup>2</sup>	Modality	Responsible County Department <sup>3</sup>	Time Line (start and end dates)		Budget		Provided / Funded by Development Partners or National Government <sup>6</sup> ? (state the department name)	Annual Milestone <sup>7</sup>		Means of verification
						Start Date	End Date	C and P Grant <sup>4</sup>	Other county revenue <sup>5</sup>		Description	Quantity	
<b>COUNTY M&amp;E</b>													
CME001	Develop Monitoring and Evaluation Policy Framework	PM2.1	hire a consultant	guidelines & regulations	Chief Officer, Economic Planning	March.2021	Sep 2021	1,000,000	0	0	1 policy developed	1	Policy Framework in place
CME002	Develop an Automated M&E system	PM2.5	hire consultants	system development and roll out	Chief Officer, Economic Planning	March.2021	Sep 2021	1,000,000	0	0	1 automated M & E system developed	1	1 M&E system in place
CME003	Review of CIDP to provide information on financing and implementation (Compare annual financing requirement with total resource envelope for the current year.)	PM2.5	Reviewing the CIDP	Guidelines & regulations Technical Assistance	Chief Officer, Economic Planning	March.2021	Sep 2021	1,000,000	0	0	policy developed	1	Policy Framework in place

CME002	Develop of a Resource mobilization strategy and donor mapping	PM2.5	hire consultants	Guidelines & regulations Technical Assistance	Chief Officer, Economic Planning	March.2021	Sep 2021	3,500,000	0	0	1 resource mobilization strategy and donors mapped	1	1 resource mobilization strategy and donor contacts in place
CME005	Training of M& E designated officers on M&E	PM2.6	Training	Technical Assistance	Chief Officer, Economic Planning	March.2021	Sep 2021	1,000,000	0	0	Officers trained on M & E	20	Training report
CME006	Training on CAPR development (C-APR includes performance against CIPD performance indicators and targets and with result matrix for results and implementation	PM2.7	Training	Guidelines & regulations Technical Assistance	Chief Officer, Economic Planning	March.2021	Sep 2021	1,000,000	0	0	Officers trained on M & E	20	Training report

### Key Results Area 3 - Human Resource Management and Performance Management

Activity Number	Name of the CB Program	ACPA MPC/PM Targeted	Specific Action to be carried out	Modality	Responsible County Department	Time line (start and end date)		Budget		Provided/Funded by Development partners or national Government( state the Department name)	Annual Milestone		Means of Verification
						Start Date	End date	C and P Grant	Other County Revenue		Description	Quantity	
<b>COMPETENCY FRAMEWORK</b>													
CF 1	Conduct skills gap analysis	HR1	-Consolidate the County skills gap -Define tasks and processes related to the job -guide on recruitment plan	Technical Assistance	Director of Human resource , County Public Service Board	April 2021	Sept 2021	1,000,000	0	0	Skills gap analysis conducted	1	Skills gap analysis report
CF 2	Training of HR officers and IPPD data clean up	HR2	- train HR officers on pension management -train HR officers on Integrated Payroll Personnel Database -Train HR staff on staff welfare -IPPD data clean up	Technical Assistance	Director HRM	April 2021	Sept 2021	1,250,000	0	0	Staff trained	1	Training reports Attendance list -data clean up report
CF 3	Purchase of equipment	HR3	-Purchase of two (2) rolling cabinets -Installation of records management unit work station -Two(2) laptops and two(2) desktops	Equipment	Director HRM	April 2021	Sept 2021	2,250,000	0	0	Equipment purchased	1	Asset register
CF 4	Purchase of equipment	HR4	-Purchase of an e-recruitment server	Equipment	CEO CPSB	April 2021	Sept 2021	1,200,000	0	0	Equipment purchased	1	An e-recruitment server
<b>PERFORMANCE MANAGEMENT</b>													
PC 1	Training county staff on	3.3	Hold 3 days training for chief officers, directors, and sub-county admin and monitoring	technical assistance	Director-Performance Management	April 2021	Sept 2021	1,000,000	0	0	50 staffs trained in the County	50	Training Report

	performance contract, SPAS, Service Re-engineering and RRI development		and evaluation officers on performance contract, SPAS and RRI development										
PC 2	Evaluation of Performance contracting and SPAS in the Integrated Performance Management System(IPMS )	3.3	Hold 3days workshop on Performance Contracting and SPAS for directors and Departmental champions.	technical assistance,	Director - Performance Management	April 2021	Sept 2021	1,000,000	0	0	Signed performance contracts	1	Copy of Training report Signed performance contracts
			Purchase of ; 4laptops, 1 projector, 1 desktop computer and 6 executive chairs	Equipment	Director- Performance Management	April 2021	Sept 2021	950,000	0	0	Equipment purchased	1	Asset register

### **Key Results Area 4: Civic Education and Public Participation**

Activity Number	Name of the CB Program <sup>1</sup>	ACPA MPC/PM Targeted	Specific Actions to be Carried Out <sup>2</sup>	Modality	Responsible County Department <sup>3</sup>	Time Line (start and end dates)		Budget		Provided / Funded by Development Partners or National Government <sup>6?</sup> (state the department name)	Annual Milestone <sup>7</sup>		Means of verification
						Start Date	End Date	C and P Grant <sup>4</sup>	Other county revenue <sup>5</sup>		Description	Quantity	
<b>CIVIC EDUCATION AND PUBLIC PARTICIPATION</b>													
CGN 1	Capacity building the Civic Educators/Trainers of Trainers	4.1	Training of County officers on senior management course	Structured Learning	Chief Officer Governor's Office Director CEPP	15 <sup>th</sup> April 2021	30 <sup>th</sup> Sep, 2021	1,000,000	0	0	20 officers trained on SMC	30	Training Reports Copy of Certificate issued Attendance documentation
	Purchase of equipment for the Unit	4.1	Equipping the Unit with 1 Projector, 1 Printer, 1 Mobile Printer, 1 Digital Camera, 1 Laptop	Equipment	Chief Officer Governor's Office Director CEPP	15 <sup>th</sup> April 2021	30 <sup>th</sup> Sep 2021	980,000	0	0	Equipment purchased	1	Asset Register
CGN 2	Civic Education Programme	4.2	Training the Civic Educators and County Assembly Staff on the budget making process for 3 days.	Technical Assistance	Chief Officer Governor's Office Director CEPP	15 April 2021	30 <sup>th</sup> Sep 2021	1,000,000	0	0	Attendance lists Training report 30 officers trained	35	Register of distribution of CE Materials
<b>PARTICIPATION SYSTEMS AND STRUCTURE</b>													
PSS 1	Formulation of Civic Education & Public Participation guidelines and Complaints Handling Framework.	4.3	Hold a 5 day workshop on drafting of the County public participation & civic education guidelines and Complaints Handling Framework.	Technical Assistance	Chief Officer Governor's Office Director CEPP	15 <sup>th</sup> April 2021	30 <sup>th</sup> Sep 2021	1,200,000	0	0	Attendance list	1	Guidelines and framework developed
<b>TRANSPARENCY</b>													



Activity Number	Name of the CB Program <sup>1</sup>	ACPA MPC/PM Targeted	Specific Actions to be Carried Out <sup>2</sup>	Modality	Responsible County Department <sup>3</sup>	Time Line (start and end dates)		Budget		Provided / Funded by Development Partners or National Government <sup>6?</sup> (state the department name)	Annual Milestone <sup>7</sup>		Means of verification
						Start Date	End Date	C and P Grant <sup>4</sup>	Other county revenue <sup>5</sup>		Description	Quantity	
<b>CIVIC EDUCATION AND PUBLIC PARTICIPATION</b>													
CGN5	Complaints handling mechanism, dissemination of county policies, regulations and reports and feedback system.	4.4	Establishing Information Desk at the County Headquarter main reception Purchase of Equipment for 8 Sub County headquarter Information Desks	Equipment	Chief Officer Governor's Office  Director CEPP	15 <sup>th</sup> April 2021	30 <sup>th</sup> Sep 2020	1,500,000	0	0	11 Desktop purchased 1 Information Desk established. 11 Telephones purchased	1	Equipment in place  Asset Register in place
CGN5	Training the Customer Care/Information desk officers	4.4	Training of 15 Officers on Public Relations and Customer Care course	Structured Learning	Chief Officer Governor's Office Director CEPP	15 <sup>th</sup> April 2021	30 <sup>th</sup> Sep 2021	1,000,000	0	0	15 officers trained	15	Training Report Copy of certificate issued

## Key Results Area 5: Environment and Social System

Activity Number	Name of the CB Program <sup>1</sup>	ACPA MPC/PM Targeted	Specific Actions to be Carried Out <sup>2</sup>	Modality	Responsible County Department <sup>3</sup>	Time Line (start and end dates)		Budget		Provided / Funded by Development Partners or National Government <sup>6</sup> ? (state the department name)	Annual Milestone <sup>7</sup>		Means of verification
						Start Date	End Date	C and P Grant <sup>4</sup>	Other county revenue <sup>5</sup>		Description	Quantity	
<b>ENVIRONMENT AND SOCIAL SYSTEM</b>													
ESSS 1	Sensitization on ESSS/ ESIA for officers representing finance, M&E, social officers, accounting officers and project supervisors and its implementers	MPC 8	Identify representative officers to be sensitized Undertake workshop on ESSS/ESIA for finance, M&E, social officers, accounting officers and project supervisors	Structured learning	Chief Officer WENRCC	Apr 2021	Sept 2021	900,000	0	0	60 officers trained on ESSS/ESSI	60	Workshop report Attendance list
ESSS 2	Purchase of equipment for EIA/EAs/social audits/screening unit 3 desktops, 3 laptops, 2 binding machine, 2 printers, 2 cameras (3 desktops, 2 laptops, 1 binding machine, 1 printer, 1 camera for Environment Department; 1 laptop, 1 binding machine, 1 camera, 1 printer for social department)	5.4	Request for quotation  Evaluation and award of tenders	Equipment	Chief Officer WENRCC  Chief Officer GYSS	Apr 2021	Sept 2021	1,800,000	0	0	3 desktops, 3 laptops, 2 binding machine, 2 printers, 2 cameras procured	3 desktops, 3 laptops, 2 binding machine, 2 printers, 2 camera	Asset register, tagged assets Delivery note
ESSS 3	Develop County Environmental and Social Safeguard Framework	5.4/5	Identify officers to develop Draft the County Environment Policy and Bill Disaster Management Policy	Guidelines and manuals Technical Assistance	Chief Officer WENRCC Chief Officer GYSS	Apr 2021	Sept 2021	1,060,000	0	0	The developed policy and bill	1 Environment Policy and 1 Bill 1 Disaster Management Policy	Copy of policy and copy of bill drafts
ESSS 4	Training of environment and social officers on social risk management	5.5	Identify officers to be trained	Structured learning	Chief Officer WENRCC Chief Officer GYSS	Apr 2021	Sept 2021	800,000	0	0	20 officers trained on social risk management	20	Training report Copies of certificate issued

**Summary**

<b>KRA</b>	<b>KRA Description</b>	<b>Proposed Amount - Kshs</b>
1	Public Financial Management (PFM)	<b>16,610,000</b>
2	Planning Monitoring and Evaluation	<b>8,500,000</b>
3	Human Resource Management and Performance Management	<b>8,650,000</b>
4	Civic Education and Public Participation	<b>6,680,000</b>
5	Environment and Social System	<b>4,560,000</b>
<b>Total</b>		<b>45,000,000</b>

**Approval of CB Plan:**

**SIGNED BY THE KDSP FOCAL PERSON**

**Name** :Francis M. Kirira

**Title:** Chief Officer – Eco. Planning, Budgeting, M&E

**Signature:** .....

**Date:** .....

**SIGNED BY THE COUNTY SECRETARY**

**Name** :Benjamin W. Gachichio

**Title:** County Secretary

**Signature:** .....

**Date:** .....