



REPUBLIC OF KENYA

PERFORMANCE CONTRACT

BETWEEN

**CHIEF OF STAFF AND
HEAD OF THE PUBLIC SERVICE**

AND

**PRINCIPAL ADMINISTRATIVE SECRETARY
OFFICE OF THE DEPUTY PRESIDENT**

**FOR THE PERIOD
1ST JULY, 2025 – 30TH JUNE, 2026**

PREAMBLE

This Performance Contract (hereinafter referred to as "Contract") is entered into between the Government of the Republic of Kenya (hereinafter referred to as "GoK") represented by Chief of Staff and Head of the Public Service of P.O. Box 40530 – 00100, Nairobi (together with its assignees and successors) of the one part and Principal Administrative Secretary - Office of the Deputy President (hereinafter referred to as the Principal Administrative Secretary), (together with its assignees and successors) of P.O. Box 74434-00200, Nairobi of the other part.

Whereas; the Government is committed to ensuring that public offices are well managed and they are effective in delivering quality service to the public in line with the provisions of the Constitution of Kenya;

The Government recognizes that MDAs hold a key role in the implementation of the national priorities in order to improve the quality of life of the citizens and make Kenya globally competitive;

The purpose of this Performance Contract is to establish the basis for ensuring that efficient and effective services are delivered to Kenyans in line with the provisions of the Constitution. MDAs are required to adopt systems that enable innovativeness and adaptability of public services to the needs of users through automation and onboarding of services on the e-citizen platform.

This Performance Contract, therefore represents the basis for continuous performance improvement that meets the needs and expectations of the Kenyan people.

Therefore, the parties hereto agree as follows:

Part I: Statement of Responsibility by the Principal Administrative Secretary

According to the Executive Order No. 1 of 2025, the Mandate of the Office of the Deputy President is to:

- (a) Deputize the President in the execution of the President's functions in accordance with Article 147 of the Constitution;
- (b) Chair Cabinet committees;
- (c) Oversee Implementation of Cabinet decisions across all Ministries and State Departments;
- (d) Co-ordinate Inter-Governmental relations between the National Government and County Government including chairing the Intergovernmental Budget and Economic Council;
- (e) Facilitate inter-branch government engagement and co-ordinate joint initiatives involving the Executive, Judiciary and Parliament;
- (f) Liaison with Constitutional Commissions and Independent Offices in matters that require intervention by the National Government including budgets, policy formulation and implementation of their recommendations;
- (g) Co-ordinate the planning and supervise the implementation of development partners' funded programs and projects;
- (h) Oversight of Public Sector Reforms; and
- (i) Any other function as may be assigned by the President.

It is my responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio-economic development. It is my undertaking to ensure that the Office of the Deputy President has a credible Strategic Plan and Performance Contract that will deliver the desired goals.

It is also my undertaking that I will perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

a) Vision Statement

Responsive national leadership for a cohesive, prosperous Kenya.

b) Mission Statement

Provide transformative leadership in the realization of the aspirations of the Bottom-Up Economic Transformation Agenda.

Strategic Objectives

- a) To provide strategic leadership in co-ordination and oversight of government service delivery;
- b) To co-ordinate intergovernmental relations between the National and County governments;
- c) To foster strategic partnerships for effective development;
- d) To strengthen sector specific reforms and interventions; and
- e) To enhance institutional capacity for quality service delivery.

Part III: Statement of Strategic Intent by the Principal Administrative Secretary

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya agenda as espoused in the Kenya Vision 2030 MTP IV, taking into account the specific priorities of the Office of the Deputy President.

Bearing in mind the imperative of inclusivity, I will implement the following Strategic Intents during the Financial Year:

- (a) To effectively oversee the implementation of government policies, programmes, projects and plans;
- (b) To continually strengthen Intergovernmental Relations for effective and efficient delivery of services; and
- (c) To entrench good governance, accountability and delivery of the mandate of the Office of the Deputy President

Part IV: Commitments and Obligations of the Government

Acknowledgement of receipt of correspondences and approval of requests made within the timelines stipulated in the Citizens' Service Delivery Charter.

Part V: Reporting Requirements

Office of the Deputy President will submit its Quarterly and Annual performance reports online in the prescribed format to the designated agencies as specified in the Performance Contracting Guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VI: Duration of the Performance Contract

The Performance Contract will run for one Financial Year from 1st July, 2025 to 30th June, 2026.

Part VII: Signatories to the Performance Contract

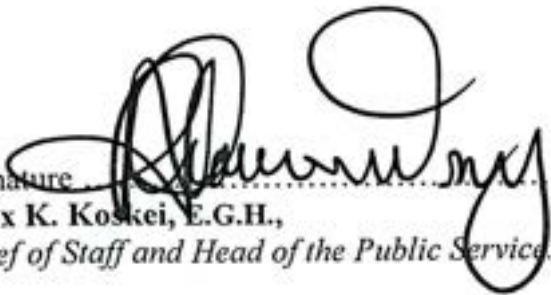
For and on behalf of the Deputy President

Signature.....

Moses N. Mbaruku, C.B.S.,
Principal Administrative Secretary.

Date2/3/26.....

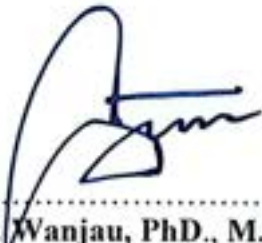
For and on behalf of the Government of the Republic of Kenya

Signature.....

Felix K. Koskei, E.G.H.,
Chief of Staff and Head of the Public Service.

Date2/3/2026.....

Witnessed by:

Signature.....

Dr. Christopher K. Wanjau, PhD., M.B.S.,
Chief of Staff – Office of the Deputy President.

Date2/3/2026.....

ANNEX I: PERFORMANCE CONTRACT MATRIX FOR DEPUTY PRESIDENT

S/No.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year 2024/2025	Target (FY 2025/2026)
A	Financial Stewardship				
A1	Absorption of Allocated Funds (GoK)	%	5.00	98.98	100
A2	Appropriation -in-Aid	KSh.	2.00	3,126,000.00	3,300,000.00
A4	Pending Bills Ratio	%	3.00	9.25	≤ 1
	Weight Sub-Total		10.00		
B	Service Delivery				
B1	Implementation of Citizens' Service Delivery Charter	%	4	55	100
B2	Digitalization of Government Services	%	7	62.5	100
B3	Resolution of Public Complaints	%	4	81	100
	Weight Sub-Total		15.00		
C	Core Mandate				
C22_1	Intergovernmental relation strengthened.	%	12	100	100
C22_2	Liaison with Constitutional Commission and Independent Offices undertaken	%	8	95	100
C22_3	Co-ordination of the planning and supervision of implementation of Development Partners programmes and Projects	%	15	100	100
C22_4	Co-ordination of conferment of National awards and honors	%	9	100	100
C22_5	Co-ordination of reform in the Coffee Sub Sector and its value chains	%	8	100	100
C22_6	Co-ordination of government strategic priorities and interventions undertaken	%	8	90	100
C22_7	Productivity Improvement	%	3	4.10	4.21

C22_8	Project Completion Rate	%	2	N/A	100
	Weight Sub-Total		65.00		
D	Implementation of Presidential Directives				
D1	National tree growing restoration campaign	%	2	30	100
	Weight Sub-Total		2.00		
E	Affirmative Action in Procurement				
E1	Access to Government Procurement Opportunities	KSh.	2	272,753,602.64	463,486,004.00
E2	Promotion of Local Content in Procurement	KSh.	2	663,531,676.00	617,981,338.00
	Weight Sub-Total		4.00		
F	Cross - Cutting				
F1	Asset Management	%	1	84.90	100
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No	1	75	44
3	Competence Development	%	1	97.33	100
	National Values and Principles of Governance	%	1	100	100
	Weight Sub-Total		4.00		
	Total Weight		100.00		

ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

A: ABSORPTION OF ALLOCATED FUNDS (GOK)

The Principal Administrative Secretary commits to utilize 100% of the allocated funds on planned programmes, projects and activities for which they were planned and appropriated for. The approved budget for the contract period amounts to KSh. 3,072,134,559. This comprises of the Recurrent budget of KSh. 2,972,134,559 and KSh. 100,000,000 for development budget.

A1. Absorption of Allocated Funds (GOK)

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Recurrent Expenditure	KSh.	2,972,134,559.00	6/30/2026
2.	Development Expenditure	KSh.	100,000,000.00	6/30/2026

A2 - Appropriation -in-Aid

The Principal Administrative Secretary commits to collect Appropriation-in-Aid totaling to KSh. 3,300,000 from the following sources:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Sale of Idle assets	KSh.	3,300,000.00	6/30/2026

A3 - Pending Bills

The Principal Administrative Secretary commits to ensure that no pending bills are incurred in the FY 2025/26, and if any, they will not exceed 1% (KSh. 30,721,345.59) of the approved budget (KSh. 3,072,134,559).

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Ceiling for Pending Bills as a proportion of total approved budget	%	1.00	6/30/2026

B: SERVICE DELIVERY

B1. Implementation of Citizens' Service Delivery Charter

The Principal Administrative Secretary commits to ensure that the Office of the Deputy President (ODP) fulfils the commitments in the Citizens' Service Delivery Charter to facilitate delivery of services promptly, effectively, impartially, equitably and subsequently improve customer satisfaction and will:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Display the Charter prominently at the Public Entrance and VIP entrance receptions in English and Kiswahili using the prescribed formats.	%	10.00	6/30/2026

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
2.	Customize the Citizens' Service Delivery Charter to unique needs and convenient access of the customers by providing mechanisms for sign language, providing audio recordings and uploading it on the ODP website	%	20.00	12/31/2025
3.	Sensitize all staff on Citizens' Service Delivery Charter	%	20.00	6/30/2026
4.	Ensure conformity with commitments and standards in the Citizens' Service Delivery Charter by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analyzing and compiling compliance quarterly reports as per the template provided	%	50.00	6/30/2026

B2. Digitalization of Government Services

The Office of the Deputy President, in its endeavor to streamline its activities and improve service delivery, shall adopt Information Communication Technology solutions in its daily operations for improved service delivery. Therefore, the Principal Administrative Secretary commits to ensure:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Core services identified and prioritized for BPR	%	10.00	9/30/2025
2.	At least two core services re-engineered end-to-end	%	35.00	12/31/2025
3.	Re-engineered service processes digitalized	%	35.00	6/30/2026
4.	All digitalized customer facing services on-boarded onto the e-Citizen Platform, where applicable	%	20.00	6/30/2026

B3. Resolution of Public Complaints

Towards effective implementation of the Constitutional provisions on Administrative Justice and Freedom of Access to Information the Principal Administrative commits to promptly address and resolve public complaints referred to ODP directly or channeled through the Commission on Administrative Justice (CAJ) and will ensure:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolution of all complaints received	%	70.00	6/30/2026
2.	Requests on access to information received processed	%	30.00	6/30/2026

C: CORE MANDATE

C1 - Intergovernmental relations strengthened

To strengthen devolution and foster intergovernmental co-ordination (continuous consultation and cooperation) between the National and County Governments, the Principal Administrative Secretary commits to ensure that:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Four (4) Intergovernmental Budget and Economic Council (IBEC) meetings convened	%	60.00	6/30/2026
2.	Quarterly implementation status reports on the Intergovernmental Budget and Economic Council resolutions submitted to IBEC summit	%	40.00	6/30/2026

C2 - Liaison with Constitutional Commission and Independent Offices undertaken

To enhance the implementation of mandates of Constitutional Commissions and Independent Offices (CCIOs) pursuant to Article 249 of the Constitution, the Office of the Deputy President will strengthen liaison with CCIOs on matters that require intervention by the National Government, including implementing recommendations emanating from the high-level forum held between the Executive and CCIOs in April, 2024. The Principal Administrative Secretary commits to strengthen liaison with CCIOs by ensuring that:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Quarterly consultative engagements between the National Government and CCIOs on thematic areas convened	%	60.00	6/30/2026
2.	Status Report on Implementation of the recommendations made by five CCIOs submitted to the CCIO caucus	%	40.00	6/30/2026

C3 – Co-ordination of the planning and supervision of the implementation of Development partners programmes and Projects

To accelerate the realization of the Administration's Priorities through strengthened co-ordination of the planning and supervision of the implementation of Development Partners funded programmes and projects, the Principal Administrative Secretary commits to ensure:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Development Partnership forum (DPF) convened	%	40.00	6/30/2026
2.	Status report on implementation of the DPF recommendations submitted to Cabinet and DPF as appropriate	%	40.00	6/30/2026
3.	Status report on sectoral performance of Development partner funded projects / programmes submitted to DPF	%	20.00	6/30/2026

C4 - Co-ordination of Conferment of National Awards and Honors

The Executive Order No. 1 of 2025 establishes the National and County Governments Advisory Committee (NCHAC) under the Office of the Deputy President. The National Honor Act of 2013 provides the scope of NCHAC undertakings. Towards this end, the Principal Administrative Secretary commits to strengthen conferment of National Awards and honors by ensuring:

No.	Sub-Indicators	Unit of Measure	Target	Completion Date
	The National Honors Amendment Bill submitted to the Office of the Attorney-General	%	30.00	6/30/2026
	The Recommendation Report on Conferment of Honors and Awards to nominees submitted to H.E the President	%	70.00	12/12/2025

Co-ordination of Reforms in the Coffee Sub Sector and its value chains

For implementation of measures aimed at stimulating performance and productivity of the coffee value chain, the Principal Administrative Secretary commits to:

Sub-Indicators	Unit of Measure	Target	Completion Date
Quarterly multi-stakeholder forum/engagements with MDAs and other actors on coffee value chain interventions convened	%	60.00	6/30/2026
Annual Status report on implementation of intervention measures in the Coffee value chain	%	40.00	6/30/2026

C6: Co-ordination of Government Strategic Priorities and Interventions undertaken

In the FY 2025/26, the Principal Administrative Secretary commits to support in the delivery of various priority areas in line with the Bottom-up Economic Transformation Agenda (BETA) by ensuring:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Quarterly multi- stakeholders' forums/engagements on sectoral priority areas to bolster expected gains as envisioned in BETA convened	%	60.00	6/30/2026
2.	An annual status report on implementation of intervention measures in the sectoral priority value chains prepared	%	40.00	6/30/2026

C7: Productivity Improvement.

The Principal Administrative Secretary commits to measure the efficiency and effectiveness of ODP's resources (labour, capital, technology and systems) utilization in converting inputs into quality outputs and improve productivity index as follows:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Productivity Index Improved	Index	4.21	6/30/2026

C8: Project Completion Rate.

The Principal Administrative Secretary commits to implement the projects enumerated in the Projects Matrix as per the indicated milestones:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Project Completion Rate	%	100.00	6/30/2026

D. Implementation of Presidential Directives

The Principal Administrative Secretary commits to implement all Presidential Directives outlined in the Presidential Directives Matrix Annex IV and any other that will be issued within the contract period.

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
.	Implementation of Presidential Directives	%	100.00	6/30/2026

E. AFFIRMATIVE ACTION IN PROCUREMENT

E1. Access to Government Procurement Opportunities (AGPO)

The Principal Administrative Secretary commits to allocate and award a minimum 30% (KSh. 463,486,004) from the total procurement budget of KSh. 1,544,953,346 to youth, women and Persons with Disabilities (PWDs) as individuals or in organized groups. In addition, a minimum 2% of the 30% of the procurement budget will be reserved for PWDs and a summary of the procurement opportunities allocated to PWDs submitted to NCPWD.

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Award a minimum 30% of the total procurement budget to youth, women and Persons with Disabilities (PWDs)	KSh.	463,486,004.00	6/30/2026
2.	Reserve a minimum 2% of the 30% of the procurement budget to PWDs	KSh.	9,269,720.08	6/30/2026

E2. Promotion of Local Content in Procurement

The Principal Administrative Secretary commits to allocate and award a minimum 40% (KSh. 617,981,338) of the procurement budget of KSh. 1,544,953,346 for procurement of locally produced goods and services. In addition, quarterly reports will be submitted to the State Department for Industry.

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Award a minimum of 40% of the procurement budget for locally produced goods and services	KSh.	617,981,338.00	6/30/2026

CROSS CUTTING

F1: Asset Management

The Principal Administrative Secretary commits to mainstream asset management to facilitate cost-effective planning, acquisition, maintenance and disposal of assets by ensuring that:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Verified and updated Asset Register maintained	%	30.00	6/30/2026
.	Asset Ownership documents acquired	%	30.00	6/30/2026
	Idle assets disposed	%	40.00	6/30/2026

:: Youth Internships/ Industrial Attachments/ Apprenticeships

FY 2025/26 the ODP on boarded additional technical staff thereby limiting the office space & equipment available for interns/attaches. Consequently, the number of youths being engaged is lower than those engaged the previous financial year. Therefore, the Principal

Administrative Secretary commits to engage forty four (44) youth in the industrial attachment and internship programme for skills transfer as follows:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Interns	No.	4	6/30/2026
2.	Attachees	No.	40	6/30/2026

F3: Competence Development

The Office of the Deputy President has valid Training Needs Assessment (TNA). Therefore, the Principal Administrative Secretary commits to systematically enhance employees' skills and proficiencies in order to address career progression of individual employees and improve institutional performance and will:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Undertake Institutional Skills Gap Analysis (ISGA).	%	10.00	6/30/2026
2.	Develop the annual staff training projections based on the TNA report of 2023	%	20.00	6/30/2026
3.	Address the identified skills gaps and training needs through interventions contained in in the ISGAs and TNAs reports as per approved action plan.	%	30.00	6/30/2026
4.	Undertake Employee Performance Management by carrying out the following: (a) Set individual employees annual performance targets for FY 2025/26 using the prescribed format by 31st July, 2025 (10%); (b) Undertake Staff Performance Appraisal for all employees and compile the appraisal report for the FY 2024/25 by 31st August, 2025 (15%); and (c) Develop an action plan and implement the recommendations emanating from the staff appraisal reports (15%).	%	40.00	6/30/2026

F4: National Values and Principles of Governance

The Principal Administrative Secretary commits to mainstream national values and principles of governance in the planning and execution of ODP's programmes for improved service delivery and will:

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement the following	%	40.00	6/30/2026

S/No.	Sub-Indicators	Unit of Measure	Target	Completion Date
	four (4) commitments captured in the 2024/25 Annual President's Report on National Values and Principles of Governance: (a) Enhance the capacity of institutions and stakeholders in the promotion of national values and principles of governance; (b) Implement measures to improve accountability and openness in the management of public institutions; (c) Enhance collaboration and partnership between the two (2) levels of Government to strengthen devolution; (d) Upscale gender and disability mainstreaming in service delivery.			
2.	Submit report on measures taken and progress achieved in the realization of National Values and Principles of Governance to the Directorate of National Cohesion and Values	%	60.00	6/30/2026

ANNEX III: PROJECT IMPLEMENTATION MATRIX

S/No.	Project Name	Project Description	Location	Total Estimated Cost (KSh.)	Current Status (Status physical completion in % description)	Allocation for FY 2025/26 of and (KSh.)	Expected Deliverables (Outputs) for FY 2025/26
1.	Refurbishment of Harambee House Annex	Routine Maintenance and refurbishment of infrastructure at Harambee House Annex to provide a conducive work environment.	Nairobi	450,400,000.00	The Project is ongoing. Currently 22% complete. The following has been undertaken: Supply installation s of 3 No. lifts, UPS and card reader for VIP lift. •Extension to dining room laying of carpet, construction of ceiling associated electrical works.	50,000,000.00	Harambee House Annex refurbished
2.	Refurbishment of official DP's residence	Routine Maintenance and refurbishment of infrastructure at the Deputy President's Official Residence at Karen to enhance the living and working conditions	Nairobi, Karen	710,000,000.00	The project is ongoing. Currently 35% complete. The following works have been undertaken: •Construction of 50 pax Cabinet meeting room. •Construction of 100 pax Dining room • 2 Meeting Rooms, Washroom and Associated Electrical And mechanical works. •Supply of Furniture And fittings. •Construction of Garage complete with car repair equipment.	50,000,000.00	Official DP's residence refurbished

S/No.	Directive Name	Directive Description	Date Issued	Directive Timelines	Estimated Cost (KSh.)	Allocation for Current FY (KSh. in million)	Expected Deliverables
1.	National Growing Restoration Campaign	The President launched the National Growing Restoration Campaign to grow 15 billion trees for restoration of 10.6 million hectares by 2032.	21-12-2022	6-30-2032	10	0.00	(a) 3,000,000 trees grown (70%), (b) Key stakeholders mobilized to grow trees, in liaison with the State Department for Forestry (30%)
2.	Corruption Prevention	The Directive is in line with the provision of Section 9 (1) of the Anti-Bribery Act, Cap 79B and Anti-Bribery Regulations and Guidelines 2022 for the purpose of bribery and corruption prevention in the public and private entities	6/30/2025	6-30-2026	0.00	0.00	(a) Anti-bribery and corruption mitigation plan and procedures developed (40%) (b) Corruption mitigation plan and procedures implemented (40%) (c) Capacity building on corruption prevention undertaken