



PERFORMANCE CONTRACT

BETWEEN

H.E. THE PRESIDENT

COPY
AND

CHIEF OF STAFF - OFFICE OF THE DEPUTY
PRESIDENT

FOR THE PERIOD
1ST JULY 2024 - 30TH JUNE 2025

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 H.E. the President of (together with its assignees and successors) of the one part and Chief of Staff-Office of the Deputy President (hereinafter referred to as the Chief of Staff), (together with its assignees and successors) of 74434-00200 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 by according special attention to strategies and initiatives that will fast track Post COVID – 19 Recovery Strategies and Plans.

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 Chief of Staff

The Mandate of Office of the Deputy President is to:

1. Deputize the President in the execution of the President's functions in accordance with Article 147 of the constitution;
2. Chair Cabinet Committees;
3. Oversee Implementation of Cabinet Decisions across all Ministries and State Departments;
4. Coordinate Inter-Governmental relations between the National Government and County Government including chairing the Intergovernmental Budget and Economic Council;
5. Liaison with Constitutional Commissions and Independent Offices in matters that require intervention by the National Government including budget, policy formulation and implementation of their recommendations;
6. Coordinate the planning and supervise the implementation of development partners' funded programs and projects;
7. Oversee Public Sector Reforms; and
8. 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

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

(c) Strategic Objectives

1. To provide leadership in coordination of Government service delivery
2. To ensure alignment of the public policies to BETA aspirations
3. To promote synergy in implementation of cabinet decisions
4. To enhance the full implementation of the devolved system of government
5. To foster intergovernmental relations
6. To strengthen Sector specific reforms and interventions
7. To transform the public sector for improved service delivery
8. To foster partnerships and collaboration for effective development cooperation
9. To enhance institutional capacity for quality service delivery

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Part III: Statement of Strategic Intent by the Chief of Staff

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 Vision 2030, keeping in mind the specific priorities of the Office of the Deputy President. I will also pay special attention to implementation of Post COVID-19 Recovery Strategies and Plans.

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

1. To effectively oversee the implementation of government policies, cabinet decisions, plans, programmes and projects
2. To continually strengthen Intergovernmental Relations for effective and efficient delivery of services
3. To oversee effective implementation of Public Sector Reforms
4. 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 are made within the timelines stipulated in the Citizens' Service Delivery Charter.

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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 2024 - 30th June 2025.

Part VII: Signatories to the Performance Contract

For and on behalf of Office of the Deputy President

Signature.....

Date.....

WANJIKU WAKOGI, CBS

CHIEF OF STAFF

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

Signature.....

Date.....

H.E.HON.WILLIAM SAMOEI RUTO,PHD.,CGH

PRESIDENT OF THE REPUBLIC OF KENYA AND COMMANDER-IN-CHIEF OF THE
DEFENCE FORCES

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ANNEX I: PERFORMANCE CONTRACT MATRIX FOR OFFICE OF THE DEPUTY PRESIDENT

S/no.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year 2023/2024	Target (FY 2024/2025)
A	Financial Stewardship				
A1	Absorption of Allocated Funds (GoK)	%	2.00	89.00	100.0000
A2	Appropriation -In-Aid	Kshs.	2.00	5023000.00	1800000.0000
A3	Absorption of Externally Mobilized Funds	%	3.00	0.00	100.0000
A4	Pending Bills Ratio	%	3.00	2.61	1.0000
	Weight Sub-total		10.00		
B	Service Delivery				
B1	Implementation of Citizens' Service Delivery Charter	%	4.00	80.00	100.0000
B2	Digitalization of Government Services	%	7.00	100.00	100.0000
B3	Resolution of Public Complaints	%	4.00	100.00	100.0000
	Weight Sub-total		15.00		
C	Core Mandate				
C43_1	Intergovernmental Relations Strengthened	%	7.00	85.00	100.0000
C43_2	Second Kenya Devolution Support Programme Rolled Out	%	7.00	N/A	100.0000
C43_3	Policy, Legal and Institutional Frameworks on Devolution Developed/Reviewed.	%	6.00	N/A	100.0000
C43_4	Liaison with Constitutional Commission and Independent Offices Undertaken	%	5.00	100.00	100.0000
C43_5	Coordination of the Planning and Supervision of Implementation of Development Partners Programmes and Projects	%	7.00	100.00	100.0000
C43_6	Coordination of Conferment of National Awards and Honors	%	4.00	100.00	100.0000
C43_7	Coordination of Reforms in the Coffee Sub Sector	%	5.00	100.00	100.0000

C43_8	Oversight of the Delivery of Government Strategic Priorities and Interventions Undertaken	%	5.00	100.00	100.0000
C43_9	Coordination of the Implementation of Cabinet Decisions and Presidential Directives	%	7.00	100.00	100.0000
C43_10	Technical Support to Cabinet Committees Provided	%	5.00	100.00	100.0000
C43_11	Productivity Improvement	%	3.00	100.00	100.0000
C43_12	Nairobi River Restored	%	4.00	N/A	100.0000
	Weight Sub-total		65.00		
D	Implementation of Presidential Directives				
D1	Implementation of Presidential Directives	%	2.00	100.00	100.0000
	Weight Sub-total		2.00		
E	Affirmative Action in Procurement				
E1	Access to Government Procurement Opportunities	Kshs.	2.00	323118926.00	678255171.0000
E2	Promotion of Local Content in Procurement	Kshs.	2.00	678429126.00	904340228.0000
	Weight Sub-total		4.00		
F	Cross - Cutting				
F1	Asset Management	%	1.00	100.00	100.0000
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No.	1.00	118.00	139.0000
F3	Competence Development	%	1.00	87.00	100.0000
F4	National Values and Principles of Governance	%	1.00	100.00	100.0000
	Weight Sub-total		4.00		
	Total Weight		100.00		

ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

A. Financial Stewardship

A1 - Absorption of Allocated Funds(GoK)

During the FY 2024/25, the Chief of Staff commits to utilize 100% of the allocated funds on programmes, projects and activities for which they were planned and appropriated for. The approved budget for the FY 2024/25 amounts to Kshs. 4,392,776,848. This comprises of the Recurrent budget of Kshs. 4,305,776,848 and development budget of Kshs. 87,000,000.

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Recurrent Budget- State Department for Cabinet affairs	Kshs.	228672243.00	6/30/2025
2.	Recurrent Budget- "Office of the Deputy President"	Kshs.	2594852997.00	6/30/2025
3.	Recurrent Budget- State Department for Devolution	Kshs.	1482251608.00	6/30/2025
4.	Development Budget- State Department for Devolution	Kshs.	87000000.00	6/30/2025

A2 - Appropriation -In-Aid

The Chief of Staff commits to raise A-in-A amounting to Kshs. 1,800,000 through the sale of idle assets by 30th June, 2025.

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Sale of idle assets- "Office of the Deputy President"	Kshs.	1500000.00	6/30/2025
2.	Sale of idle assets- State Department for Devolution	Kshs.	300000.00	6/30/2025

A4 - Pending Bills Ratio

The Chief of Staff commits to ensure that no pending bills are incurred in the FY 2024/25, and if any, they will not exceed 1 % (Kshs. 69,587,768.48) of the approved budget and externally mobilized funds (Kshs. 6,958,776,848).

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Ceiling for pending Bills as a proportion of total approved budget (GoK Allocated Funds Externally Mobilized Funds)	%	1.00	6/30/2025

A3 - Absorption of Externally Mobilized Funds

During FY 2024/25, the Chief of Staff commits to utilize 100% of externally mobilized funds on programs, and activities for which they were appropriated and planned for. Externally Mobilized Funds for the FY 2024/25 amounts to Kshs. 2,566,000,000. The source of external funds is as indicated in the table below.

	Source of Funds	Unit of Measure	Target	Completion Date
1.	World Bank- Second Kenya Devolution Support Programme	Kshs.	2566000000.00	6/30/2025

B. Service Delivery

B1 - Implementation of Citizens' Service Delivery Charter

The Office of the Deputy President serves various stakeholders within and outside the Government. The Service Charter outlines the services offered to foster accountability and improve service delivery. Therefore, in the FY 2024/2025, the Chief of Staff commits to undertake the following:

	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 and in conformity to the standards	%	10.00	9/30/2024

2.	Customize the Charter to the unique needs and convenient access of the customers by providing mechanisms for sign language, providing audio recordings and uploading it on ODP's website	%	20.00	3/31/2025
3.	Sensitize 150 staff on the Citizen Service Delivery Charter	%	20.00	12/31/2024
4.	Ensure conformity with the 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 quarterly compliance status eports	%	50.00	6/30/2025

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. Therefore, the Chief of Staff commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Identify and prioritize core services for BPR	%	10.00	9/30/2024
2.	Re-engineer two identified core services end to end	%	35.00	12/31/2024
3.	Digitalize the re-engineered service processes	%	35.00	6/30/2025
4.	On board all applicable digitalized customer facing services onto the e-citizen platform	%	20.00	6/30/2025

B3 - Resolution of Public Complaints

The Chief of Staff (COS) commits to expeditiously address and resolve public complaints forwarded directly to the Office or channeled through the Commission on Administrative Justice (CAJ). Further, COS commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolve all incoming complaints	%	65.00	6/30/2025
2.	Proactively process all requests for information from the public	%	35.00	6/30/2025

C. Core Mandate

C43_1 - Intergovernmental Relations Strengthened

In order to strengthen devolution and facilitate continuous consultation and cooperation between the National and County Governments, the Chief of Staff commits to undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Convene four (4) Intergovernmental Budget & Economic Council (IBEC) meetings	%	25.00	6/30/2025
2.	Track and report on the status of implementation of the Intergovernmental Budget & Economic Council resolutions	%	15.00	6/30/2025
3.	Develop the Intergovernmental Relation Sector Forum Framework	%	35.00	3/31/2025
4.	Develop and operationalize Intergovernmental Relations Resolutions Tracker	%	25.00	6/30/2025

C43_2 - Second Kenya Devolution Support Programme Rolled Out

To strengthen County performance in the financing, management, coordination, and accountability of resources, the Chief of Staff commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Sign Participation Agreements by all County Governments	%	30.00	9/30/2024
2.	Undertake the County Government's Readiness Assessment for programme implementation	%	50.00	12/31/2024
3.	Disburse funds to the qualified County Governments	%	20.00	3/31/2025

C43_3 - Policy, Legal and Institutional Frameworks on Devolution Developed/Reviewed.

To strengthen the existing policy, legal and institutional frameworks to support effective and full implementation of the devolved system of governance, the Chief of Staff commits to undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop the Devolution Performance Results Framework	%	40.00	6/30/2025
2.	Review the County Government Act, 2012	%	15.00	6/30/2025
3.	Develop the Draft Performance of Concurrent Functions Bill	%	15.00	6/30/2025
4.	Develop Regulations for Transfer of Functions	%	30.00	6/30/2025

C43_4 - 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. Towards this end, the Chief of Staff commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop the Framework of Cooperation and Engagement between the National Government and CCIOs	%	10.00	12/31/2024
2.	Convene a high-level consultative forum between the Executive and CCIOs	%	20.00	6/30/2025
3.	Undertake quarterly engagements with CCIOs to inform policy advisories	%	30.00	6/30/2025
4.	Undertake a review of the status of the implementation of CCIOs recommendations	%	40.00	6/30/2025

C43_5 - Coordination of the Planning and Supervision of Implementation of Development Partners Programmes and Projects

To accelerate the realization of the Administration Priorities by leveraging on development partnerships, the Chief of Staff commits to: -

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Conduct two (2) consultative fora on Development Partners funded programs and projects	%	50.00	6/30/2025
2.	Undertake Quarterly engagements with development partners, implementing agencies and key stakeholders	%	20.00	6/30/2025
3.	Undertake portfolio review of Development partners funded projects across Government	%	30.00	6/30/2025

C43_6 - Coordination of Conferment of National Awards and Honors

The Executive Order No. 2 of November 2023 establishes the National and County Governments Honors Advisory Committee (NCHAC) under the Office of the Deputy President. The National Honors Act of 2013 provides the scope of NCHAC undertakings. Consequently, the Chief of Staff commits to implement the following in the FY 2024/25:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Sensitize MDAs to enhance their capacity on reviewing nominations of officers from their respective institutions	%	30.00	9/30/2024
2.	Review Nomination submissions from Ministries, Departments, Counties and Agencies and prepare recommendations report for consideration by the H.E the President	%	70.00	11/30/2024

C43_8 - Oversight of the Delivery of Government Strategic Priorities and Interventions Undertaken

In the FY 2024/25, the Chief of Staff commits to support in the delivery of various priority areas in line with the Bottom-up Economic Transformation Agenda (BETA) by :

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Supporting and driving implementation of initiatives on agriculture priority areas through: i. Convening four (4) consultative multi-stakeholder engagements on agricultural reforms in the priority value chains (12%) ii. Undertaking annual review on status of implementation of intervention measures in the priority value chains (8%).	%	20.00	6/30/2025
2.	Spearheading the implementation of government measures curbing illicit alcohol, drug and substance abuse through: i. Convene eight (8) multi-sectoral engagements on relevant legal, administrative and policy frameworks (30%); ii. Coordinate ten (10) multi-stakeholder forums to strengthen enforcement and compliance in the fight against illicit brews, drugs and substance abuse (40%); and iii. Prepare an annual report on the status of implementation of agreed resolutions and interventions (10%).	%	80.00	6/30/2025

C43_9 - Coordination of the Implementation of Cabinet Decisions and Presidential Directives

The Office of the Deputy President will coordinate the implementation of Cabinet Decisions and the Presidential Directives across all MDAs to fast track implementation of Government priorities and aspirations. The Chief of Staff commits to coordinate and oversee implementation of Cabinet Decisions and Presidential Directives and will:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Cascade implementation guidelines and framework for Cabinet Decisions and Presidential Directives	%	25.00	4/30/2025

2.	Prepare Cabinet Decisions and Presidential Directives' Annual Status Report	%	50.00	6/30/2025
3.	Develop Government Delivery Monitoring Information System (GDMIS)	%	25.00	6/30/2025

C43_10 - Technical Support to Cabinet Committees Provided

To facilitate Cabinet Committee meetings and strengthen Executive Policy formulation, the Chief of Staff Commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Prepare twelve (12) Cabinet Agenda research reports and briefs	%	20.00	6/30/2025
2.	Disseminate guidelines on Cab Memo development	%	40.00	4/30/2025
3.	Capacity build MDAs on Cab memo/policy development and implementation	%	40.00	6/30/2025

C43_11 - Productivity Improvement

In the FY 2023/24, the Office of the Deputy President established its baseline organizational productivity Index. To enhance productivity and foster a culture of continuous improvement, in FY 2024/25, the Chief of Staff commits to improve productivity index from 1.5 to 2.0

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Improve Productivity Index	Index	2.00	9/30/2025

C43_12 - Nairobi River Restored

To enhance the restoration of water catchment areas, improve drainage system and promote sustainable land use, the Chief of Staff commits to undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Secure 25 kilometers of riparian land along the Nairobi River through mapping and beaconing	%	30.00	6/30/2025
2.	Map, mark and fence 21 Ha of Nairobi River Catchment Area	%	20.00	6/30/2025
3.	Plant 600,000 trees in Nairobi River Catchment Areas	%	20.00	6/30/2025

4.	Unclog 25 kilometers of Nairobi Rivers	%	20.00	6/30/2025
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C43_7 - Coordination of Reforms in the Coffee Sub Sector

To steer implementation of measures aimed at stimulating performance and productivity of the coffee value chain, the Chief of Staff commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Convene four (4) multi-stakeholder engagement forums with MDAs and other actors on coffee value chain interventions	%	60.00	6/30/2025
2.	Coordinate joint engagement with diplomatic & foreign missions and coffee value chain actors to enhance international market access	%	20.00	6/30/2025
3.	Undertake annual review of the status of implementation of interventions in the Coffee value chain	%	20.00	6/30/2025

D. Implementation of Presidential Directives

D1 - Implementation of Presidential Directives

The Chief of Staff will fully implement all Presidential Directives including the mandatory "National Tree Growing Restoration Campaign" and commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement all Presidential Directives	%	100.00	6/30/2025

E. Affirmative Action in Procurement

E1 - Access to Government Procurement Opportunities

The Chief of Staff commits to allocate and award a minimum 30%(Kshs.358,621,812.30 of the total procurement budget of Kshs.1,195,406,041 to youth, women and PWDs as individuals or in organized groups. In addition at least 2% of the 30% of the budget for procurement of goods and services will be reserved for PWDs as detailed below:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Allocate and award a minimum 30%(Kshs.22,359,463.50) of the total procurement budget of Kshs.74,531,545 to youth, women, and people living with disability - State Department for Cabinet Affairs	Kshs.	22359463.50	6/30/2025
2.	Reserve at least 2% of the 30% (22,359,463.50) allocated to the target groups for PWDs - State Department for Cabinet Affairs	Kshs.	447189.27	6/30/2025
3.	Allocate and award a minimum 30%(Kshs. 336,262,342.80) of the total procurement budget (Kshs. 1,120,874,496.00) for youth, women, and people living with disability - "Office of the Deputy President"	Kshs.	336262348.80	6/30/2025
4.	Reserve at least 2% of the 30% (336,262,348.80) allocated to the target groups for PWDs - "Office of the Deputy President"	Kshs.	6725246.98	6/30/2025
5.	Allocate and award a minimum 30% (Kshs.319,633,358.70) of the total procurement budget (1,065,444,529.00) for youth, women and Persons with Disabilities (PWDs) - State Department for Devolution	Kshs.	319633358.70	6/30/2025
6.	Reserve at least 2% of the 30% (319,633,358.70) allocated to the target groups for PWDs - State Department for Devolution	Kshs.	6392667.17	6/30/2025

E2 - Promotion of Local Content in Procurement

The Chief of Staff commits to allocate and award at least 40% (904,340,227) of the total procurement budget of Kshs. 2,260,850.570 for goods and services produced locally as provided in the annual procurement plan as detailed below:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Reserve a minimum of 40% of the procurement budget(Kshs 74,531,545.00) for locally produced goods and services - State Department for Cabinet Affairs	Kshs.	29812618.00	6/30/2025
2.	Reserve a minimum of 40% of the procurement budget(Kshs. 1,120,874,496.00) for locally produced goods and services - Office of the Deputy President	Kshs.	448349798.40	6/30/2025
3.	Reserve a minimum of 40% of the procurement budget (Kshs. 1,065,444,529.00) for locally produced goods and services- State Department for Devolution	Kshs.	426177811.60	6/30/2025

F. Cross - Cutting

F1 - Asset Management

Asset Management will facilitate the Office of the Deputy President to maintain accurate asset register and ensure disposal of idle and unserviceable assets
The Chief of Staff commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Update the Asset Register	%	30.00	6/30/2025
2.	Acquire ownership documents for assets .	%	30.00	6/30/2025
3.	Dispose idle assets .	%	40.00	6/30/2025

F2 - Youth Internships/ Industrial Attachments/ Apprenticeships

The Chief of Staff commits to engage 139 youth as interns and industrial attachees for skills transfer as follows:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Interns -State Department for Cabinet Affairs	No.	10.00	6/30/2025
2.	Industrial Attachees -State Department for Cabinet Affairs	No.	20.00	6/30/2025
3.	Interns - "Office of the Deputy President"	No.	5.00	6/30/2025
4.	Industrial Attachees - "Office of the Deputy President"	No.	30.00	6/30/2025
5.	Interns - State Department for Devolution	No.	24.00	6/30/2025
6.	Industrial Attachees - State Department for Devolution	No.	50.00	6/30/2025

F3 - Competence Development

The Office of the Deputy President is committed to continuous staff competence development to enhance service delivery. In the FY 2023/24, The "Office of the Deputy President" undertook Training Needs Assessment whereas the State Department for Devolution undertook both the Institutional Skills Gap Analysis and Training Needs Assessment. Consequently, in the FY 2024/25 the Chief of Staff commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Undertake Institutional Skills Gap Analysis	%	20.00	6/30/2025
2.	Undertake training needs assessment and develop the annual staff training projections	%	10.00	6/30/2025
3.	Address the identified skills gaps and training needs as recommended in the Training Needs Assessment and Skills Gap Analysis reports	%	30.00	6/30/2025
4.	iv. Undertake Employee Performance Management by setting individual employees annual performance targets for FY 2024/25 using the prescribed format by 31st July, 2024	%	10.00	6/30/2025

5.	Undertake Staff Performance Appraisal for all employees and compile the appraisal report for the FY 2023/24 by 31st August, 2024	%	15.00	6/30/2025
6.	• Develop an action plan and implement the recommendations emanating from the staff appraisal reports	%	15.00	6/30/2025

F4 - National Values and Principles of Governance

The Chief of Staff commits to mainstream national values and principles of governance in the planning and execution of national programmes for improved service delivery. In the FY 2024/25, the Chief of Staff will:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement the following four (4) commitments captured in the 2023/24 Annual President's Report on National Values and Principles of Governance i. Implement measures to support identified pillars (Agriculture and Micro, Small and Medium Enterprise (MSME) Economy) of the Government Plan as outlined in the Bottom-Up Economic Transformation Agenda (2022-2027); ii. Support devolution by strengthening collaboration and cooperation between the two levels of Government for improved service delivery; iii. Enhance adherence to the provisions of Article (10) of the Constitution through sensitization and mainstreaming of the national values and principles of governance; and iv. Implement measures to promote accountability and openness in the management of public affairs and institutions.	%	40.00	6/30/2025
2.	Submit an Annual Report to Directorate of National Cohesion and Values on measures taken and progress achieved in the realization of National Values and Principles of Governance	%	60.00	6/30/2025

ANNEX III: PROJECT IMPLEMENTATION MATRIX

SNo	Project Name	Project Description	Location	Total Estimate Cost	Current Status (status of physical completion)	Allocation for FY 2022/23	Expected Deliverables (Outputs) for FY 2022/23
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ANNEX IV: PRESIDENTIAL DIRECTIVES MATRIX

SNo	Directive	Description	Date Issued	Timeline	Total Estimated cost	Allocation for FY 2022/23	Key Deliverables for FY 2022/23
1.	National Tree Growing Restoration Campaign	Planting of trees in Chepalungu forest, Tana River, and Ganahola Creek	12/21/2022	30-06-2032	39585000.00	20000000.00	1. 20,000,000 trees grown (70%) 2. Key stakeholders mobilized to grow trees in collaboration with State Department for Forestry (30%)

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